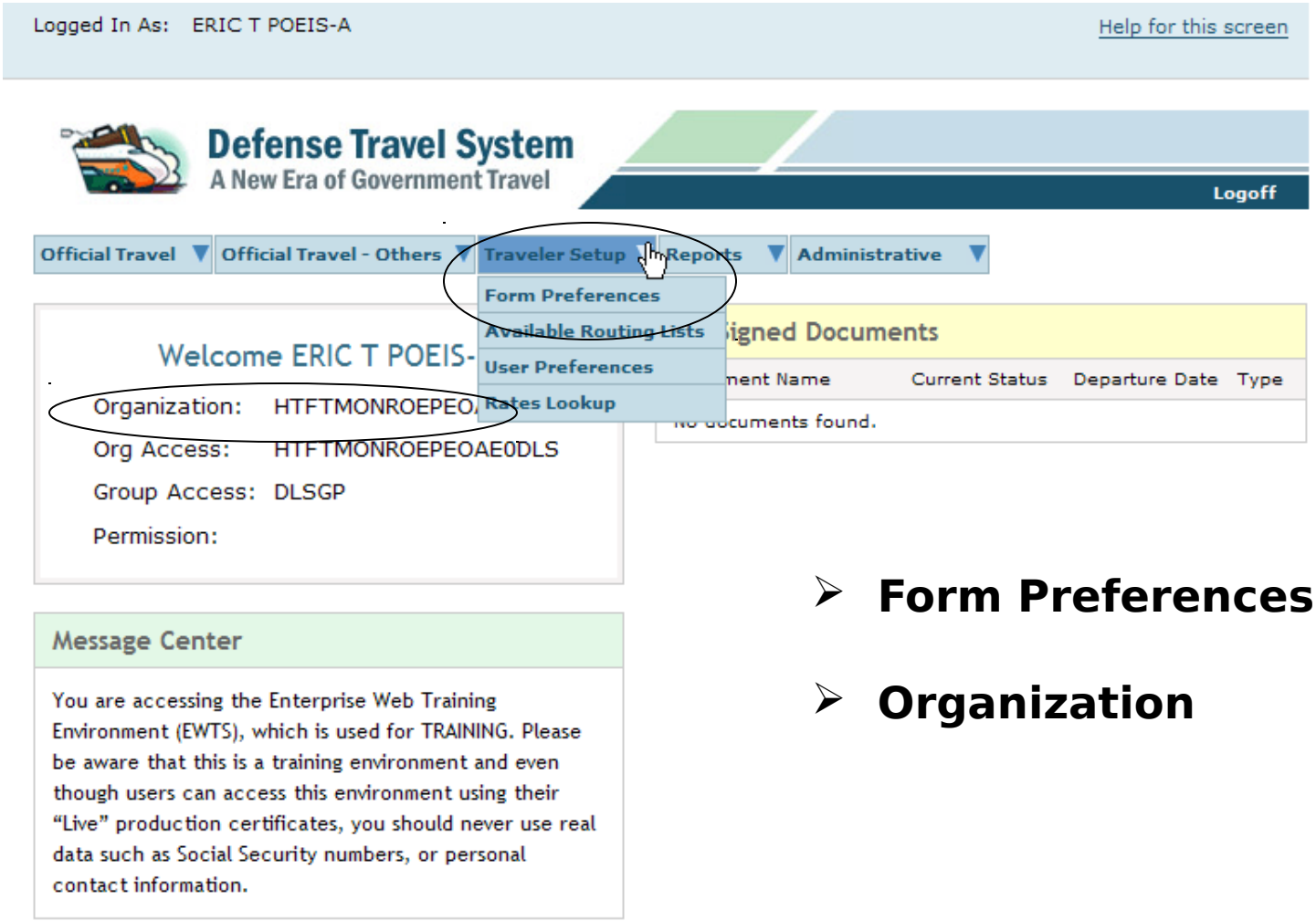
Defense Travel System

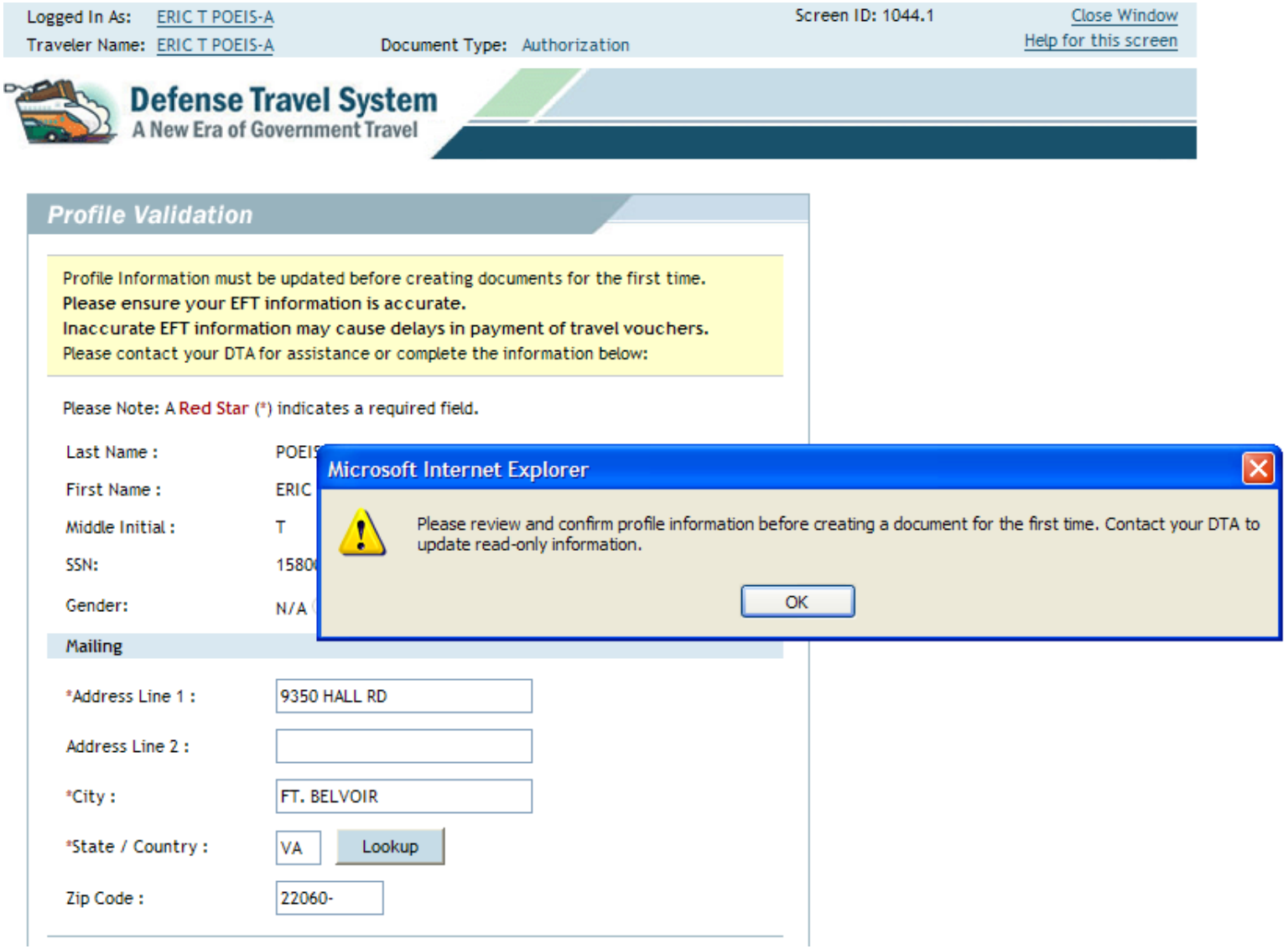
A New Era of Government Travel

First time actions


Logged In As: ERIC T POEIS-A
Help for this screen
Defense Travel System
A New Era of Government Travel
Logoff
Official Travel
Official Travel - Others
Traveler Setup
Reports
Administrative
Form Preferences
Available Routing Lists
User Preferences
Rates Lookup
Welcome ERIC T POEIS-
Organization: HTFTMONROEPEO
Org Access: HTFTMONROEPEOAE0DLS
Group Access: DLSGP
Permission:
Signed Documents
Current Status
Departure Date
Type
No documents found.
Message Center
You are accessing the Enterprise Web Training Environment (EWTS), which is used for TRAINING. Please be aware that this is a training environment and even though users can access this environment using their "Live" production certificates, you should never use real data such as Social Security numbers, or personal contact information.

- **Form Preferences**
- **Organization**

Check the profile


Logged In As: ERIC T POEIS-A
Traveler Name: ERIC T POEIS-A
Document Type: Authorization
Screen ID: 1044.1
Close Window
Help for this screen
Defense Travel System
A New Era of Government Travel
Profile Validation
Profile Information must be updated before creating documents for the first time.
Please ensure your EFT information is accurate.
Inaccurate EFT information may cause delays in payment of travel vouchers.
Please contact your DTA for assistance or complete the information below:
Please Note: A Red Star (*) indicates a required field.
Last Name :
First Name :
Middle Initial :
SSN:
Gender:
Microsoft Internet Explorer
Please review and confirm profile information before creating a document for the first time. Contact your DTA to update read-only information.
OK
Mailing
*Address Line 1 :
9350 HALL RD
Address Line 2 :
*City :
FT. BELVOIR
*State / Country :
VA
Lookup
Zip Code :
22060-

NOTE: **Don't click on this button**
you've checked the EFT and GOVCC
account information section below

Cancel | Update Personal Information

Jump To: Top Additional Info Duty Station Info Account Info Routing List Info

Additional Traveler Information

Technician Status :	NO	Air Crew Status :	
Active/Reserve Category :		Title/Rank :	GS-09
Civ/Military Indicator :	C	Security Clearance :	
Default Accounting Code :		Residence City :	
Routing List :	DLSRL	Residence State :	
Self AO Approval :	○ Yes ◉ No	Charge Card Status :	CARD HOLDER
DTA ID :	8	TTRA Status :	○ Exempt ◉ Non-Exempt

Jump To: Top Additional Info Duty Station Info Account Info Routing List Info

Duty Station Information

Service/Agency :	ARMY
Unit :	W27P11
Present Station :	
Organization :	HTFTMONROEPEOAE0DLS
Working Hours :	0
Fax :	

If this is incorrect, get wit
Your ODTA ASAP!!!

Jump To: Top Additional Info Duty Station Info Account Info Routing List Info

Account Information

EFT and Charge Card Accounts

Account Type	Account Number	Routing Number	Expiry Date
GOVCC	4432370698962120	938917044	07/31/06

Preparing an Authorization

Defense Travel System

A New Era of Government Travel

Logoff

Official Travel | Official Travel - Others | Traveler Setup | Reports | Administrative

Welcome ERIC T POEIS-A

Organization: HTFTMONROEPEOAE0DLS

Org Access: HTFTMONROEPEOAE0DLS

Group Access: DLSGP

Permission:

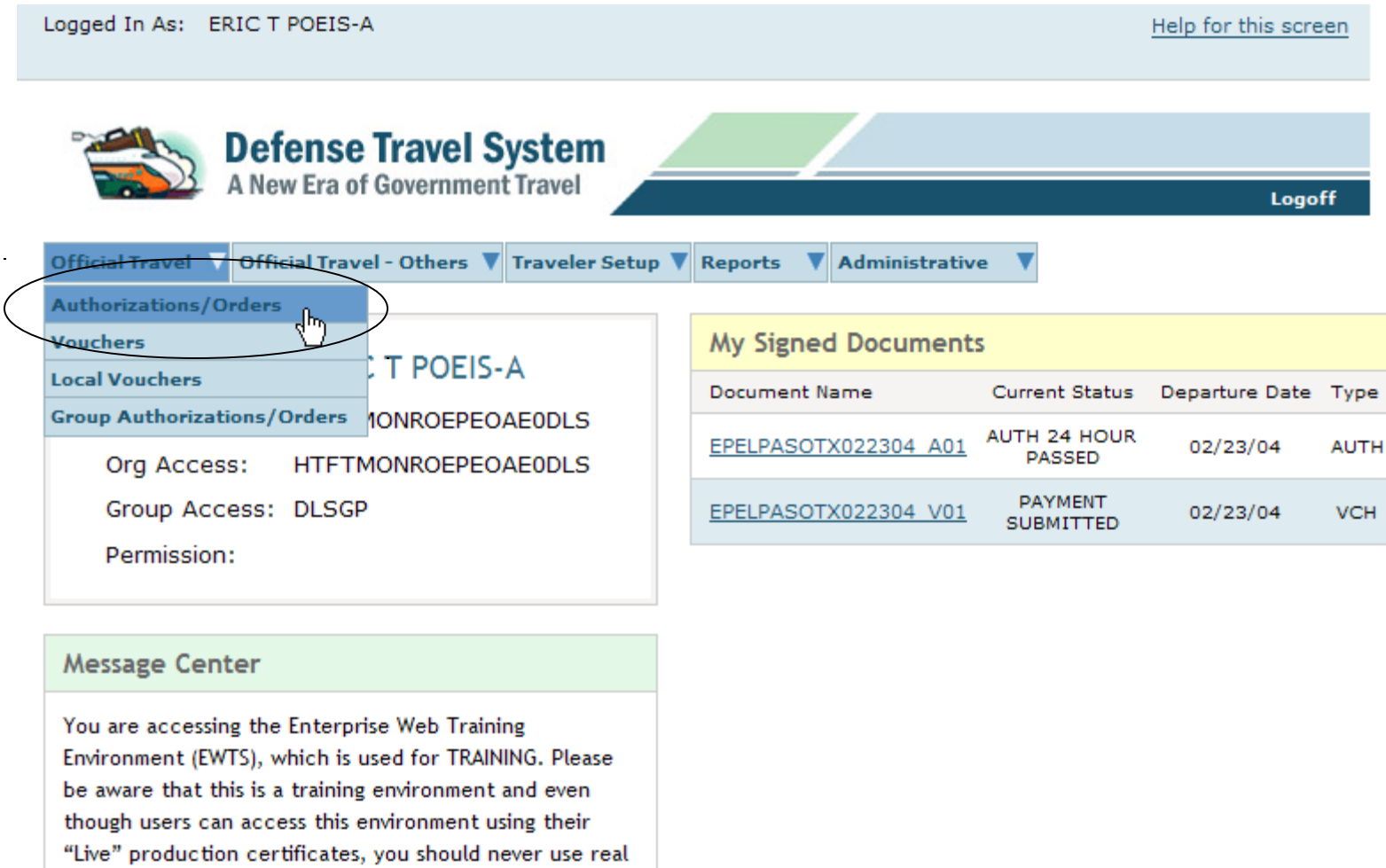
My Signed Documents

Document Name	Current Status	Departure Date	Type
EPELPASOTX022304_A01	AUTH 24 HOUR PASSED	02/23/04	AUTH
EPELPASOTX022304_V01	PAYMENT SUBMITTED	02/23/04	VCH

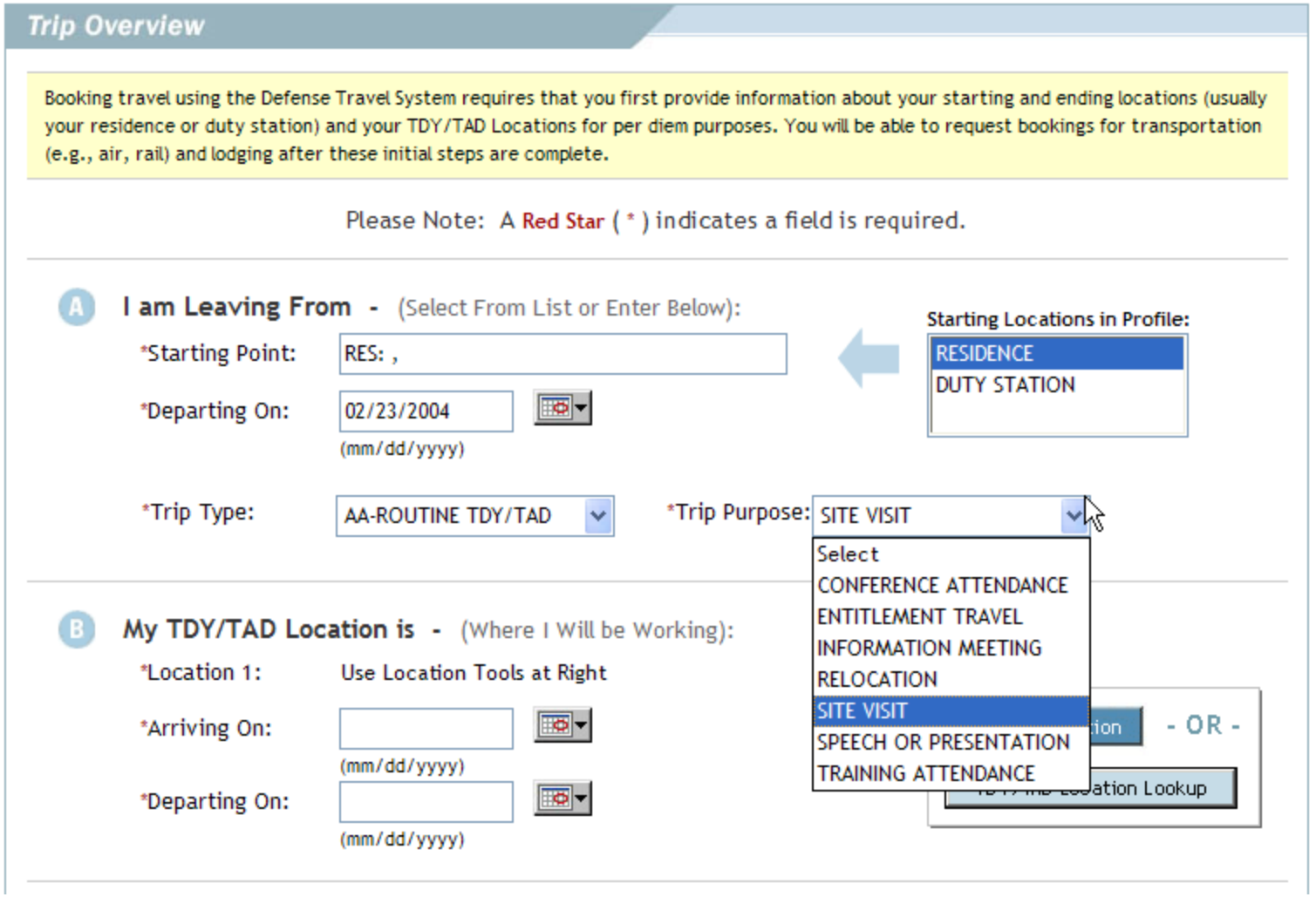
Message Center

You are accessing the Enterprise Web Training Environment (EWTS), which is used for TRAINING. Please be aware that this is a training environment and even though users can access this environment using their "Live" production certificates, you should never use real data such as Social Security numbers, or personal contact information.

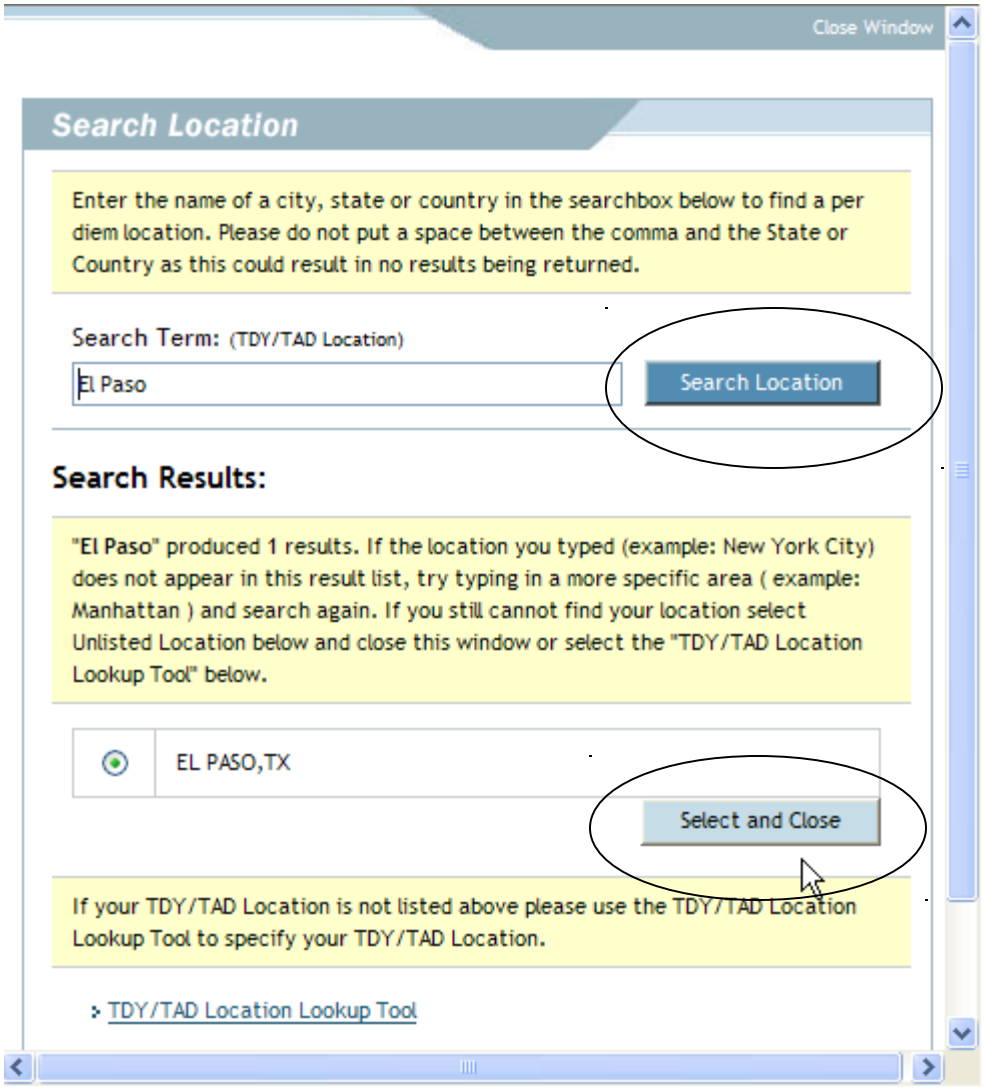
Back to Top


Logged In As: ERIC T POEIS-A
Help for this screen
Defense Travel System
A New Era of Government Travel
Logoff
Official Travel
Official Travel - Others
Traveler Setup
Reports
Administrative
Authorizations/Orders
Vouchers
Local Vouchers
Group Authorizations/Orders
T POEIS-A
MONROEPEOAE0DLS
Org Access: HTFTMONROEPEOAE0DLS
Group Access: DLSGP
Permission:
My Signed Documents
Document Name
Current Status
Departure Date
Type
EPELPASOTX022304_A01
AUTH 24 HOUR PASSED
02/23/04
AUTH
EPELPASOTX022304_V01
PAYMENT SUBMITTED
02/23/04
VCH
Message Center
You are accessing the Enterprise Web Training Environment (EWTS), which is used for TRAINING. Please be aware that this is a training environment and even though users can access this environment using their "Live" production certificates, you should never use real data such as Social Security numbers, or personal contact information.

Select the appropriate Trip Purpose


Trip Overview
Booking travel using the Defense Travel System requires that you first provide information about your starting and ending locations (usually your residence or duty station) and your TDY/TAD Locations for per diem purposes. You will be able to request bookings for transportation (e.g., air, rail) and lodging after these initial steps are complete.
Please Note: A Red Star (*) indicates a field is required.
A I am Leaving From - (Select From List or Enter Below):
*Starting Point: RES: ,
*Departing On: 02/23/2004
(mm/dd/yyyy)
Starting Locations in Profile:
RESIDENCE
DUTY STATION
*Trip Type: AA-ROUTINE TDY/TAD
*Trip Purpose: SITE VISIT
Select
CONFERENCE ATTENDANCE
ENTITLEMENT TRAVEL
INFORMATION MEETING
RELOCATION
SITE VISIT
SPEECH OR PRESENTATION
TRAINING ATTENDANCE
B My TDY/TAD Location is - (Where I Will be Working):
*Location 1: Use Location Tools at Right
*Arriving On:
(mm/dd/yyyy)
*Departing On:
(mm/dd/yyyy)
- OR -

Find the location of TDY


Close Window
Search Location
Enter the name of a city, state or country in the searchbox below to find a per diem location. Please do not put a space between the comma and the State or Country as this could result in no results being returned.
Search Term: (TDY/TAD Location)
El Paso
Search Location
Search Results:
"El Paso" produced 1 results. If the location you typed (example: New York City) does not appear in this result list, try typing in a more specific area (example: Manhattan) and search again. If you still cannot find your location select Unlisted Location below and close this window or select the "TDY/TAD Location Lookup Tool" below.
EL PASO,TX
Select and Close
If your TDY/TAD Location is not listed above please use the TDY/TAD Location Lookup Tool to specify your TDY/TAD Location.
TDY/TAD Location Lookup Tool

First search

Then select

A **I am Leaving From** - (Select From List or Enter Below):

*Starting Point: RES: ,

*Departing On: 02/23/2004 (mm/dd/yyyy)

Starting Locations in Profile:
RESIDENCE
DUTY STATION

*Trip Type: AA-ROUTINE TDY/TAD

*Trip Purpose: SITE VISIT

B **My TDY/TAD Location is** - (Where I Will be Working): Add New Per Diem Location

	Location	Arriving On:	Departing On:		
1	EL PASO,TX	02/23/04	02/27/04	Edit	Delete

C **I am Returning To:**

*Ending Point: RES: ,

*Returning On: 02/27/2004 (mm/dd/yyyy)

Return Locations in Profile:
RESIDENCE
DUTY STATION

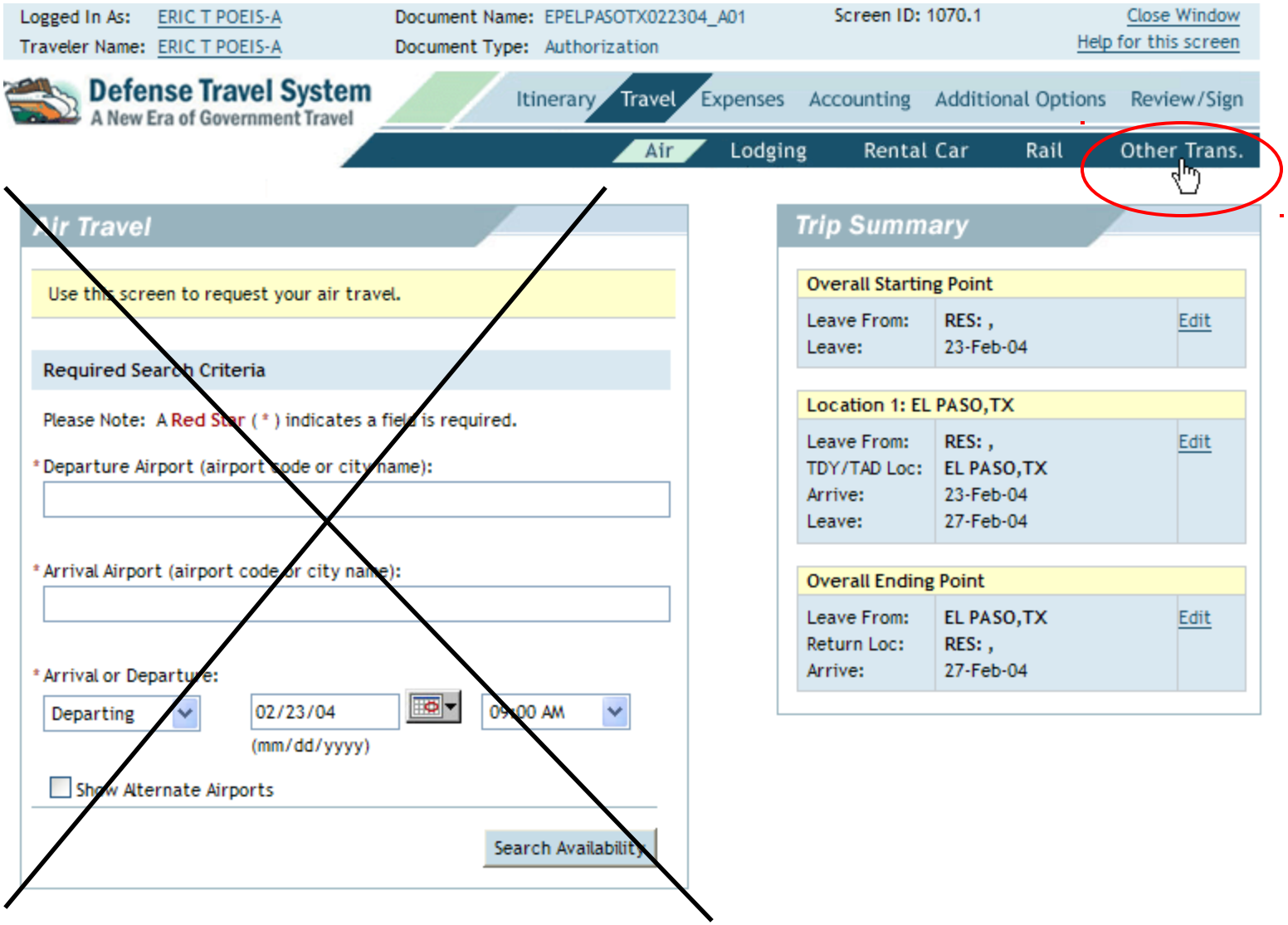
*Trip Duration:
- ○ 12 Hours or Less
- ○ >12 - 24 Hours - With Lodging
- ○ >12 - 24 Hours - No Lodging
- ◉ Multi-Day

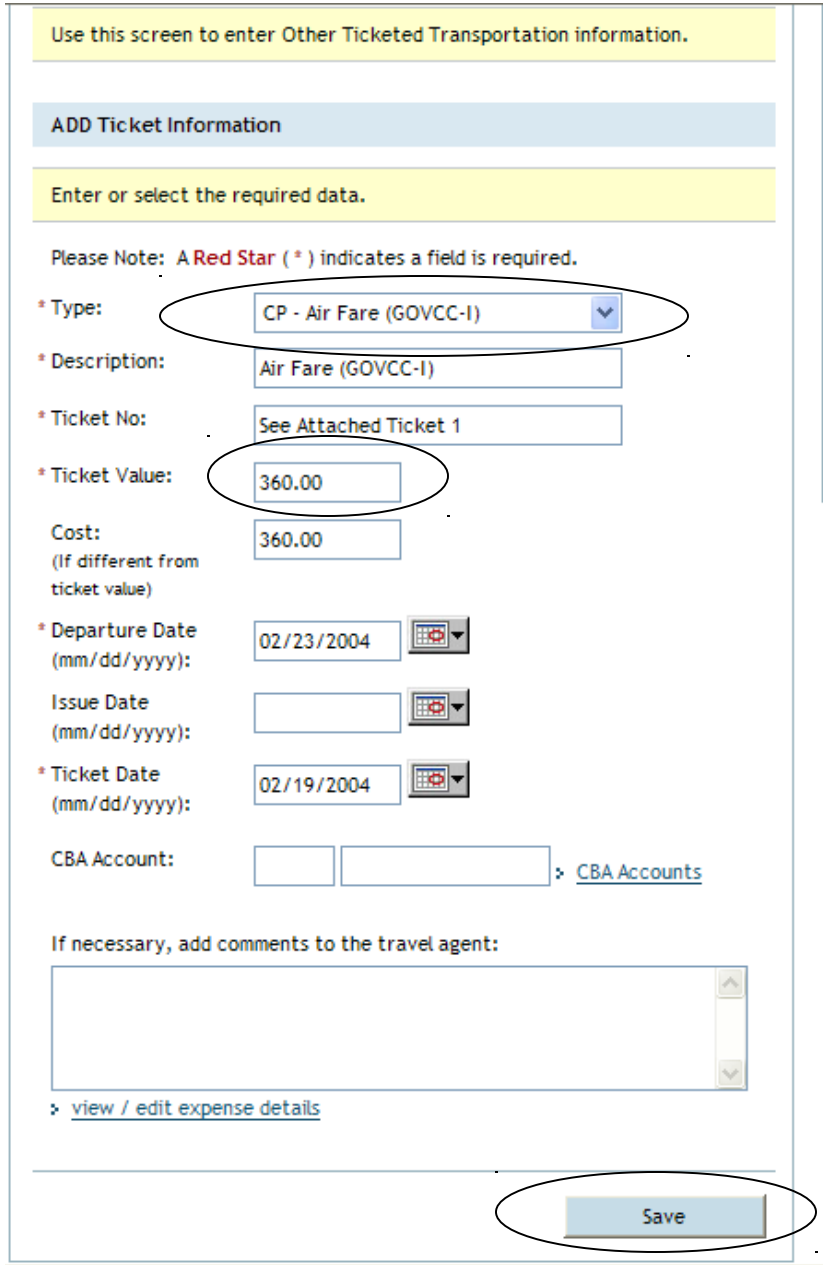
D **Where would you like to go next?** - (Click One):

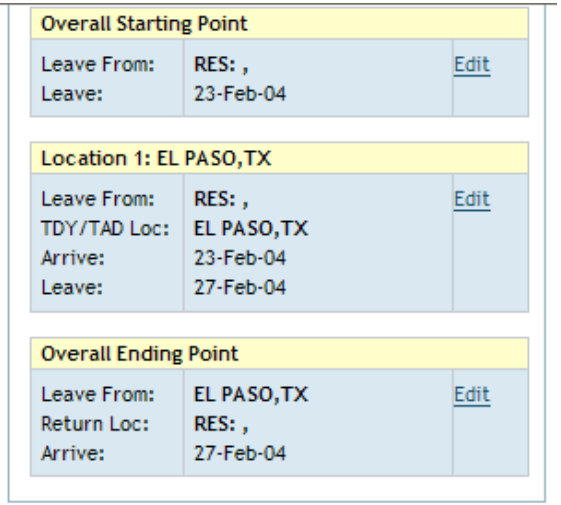
Air Travel ◉ Lodging ○ Car Rental ○ Preview Screen ○

Save and Proceed

Air transportation without CTO connectivity







NOTE: Only 2 fields to fill in

1. Select a type:

CP – Air Fare (GOVCC-I) if traveler paying with their GOVCC

OR

CP-C – Air Fare (GOVCC-C) if traveler does not have GOVCC

2. Enter ticket value

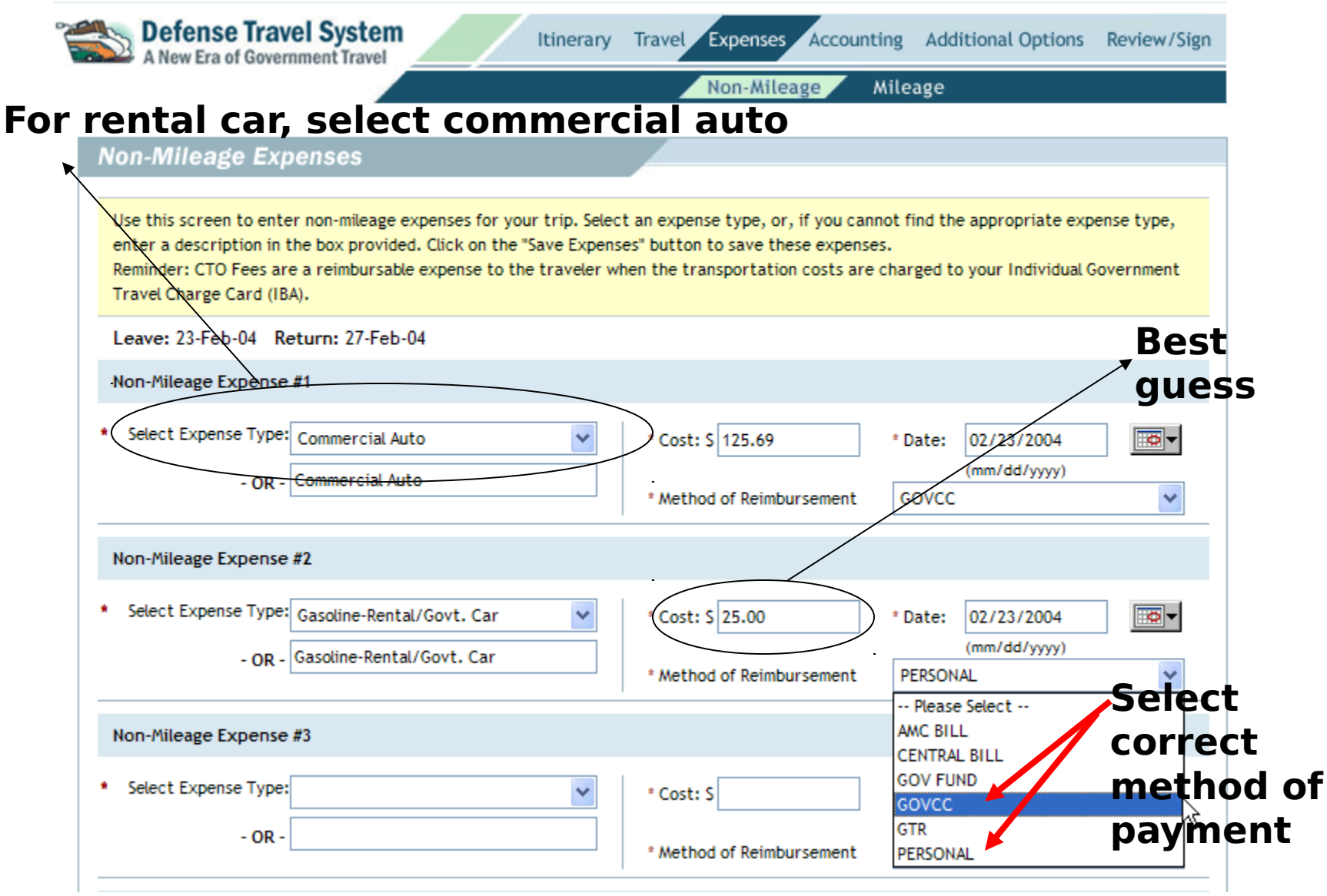
3. Save

GOVCC-I= Gov't Credit Card – Individual

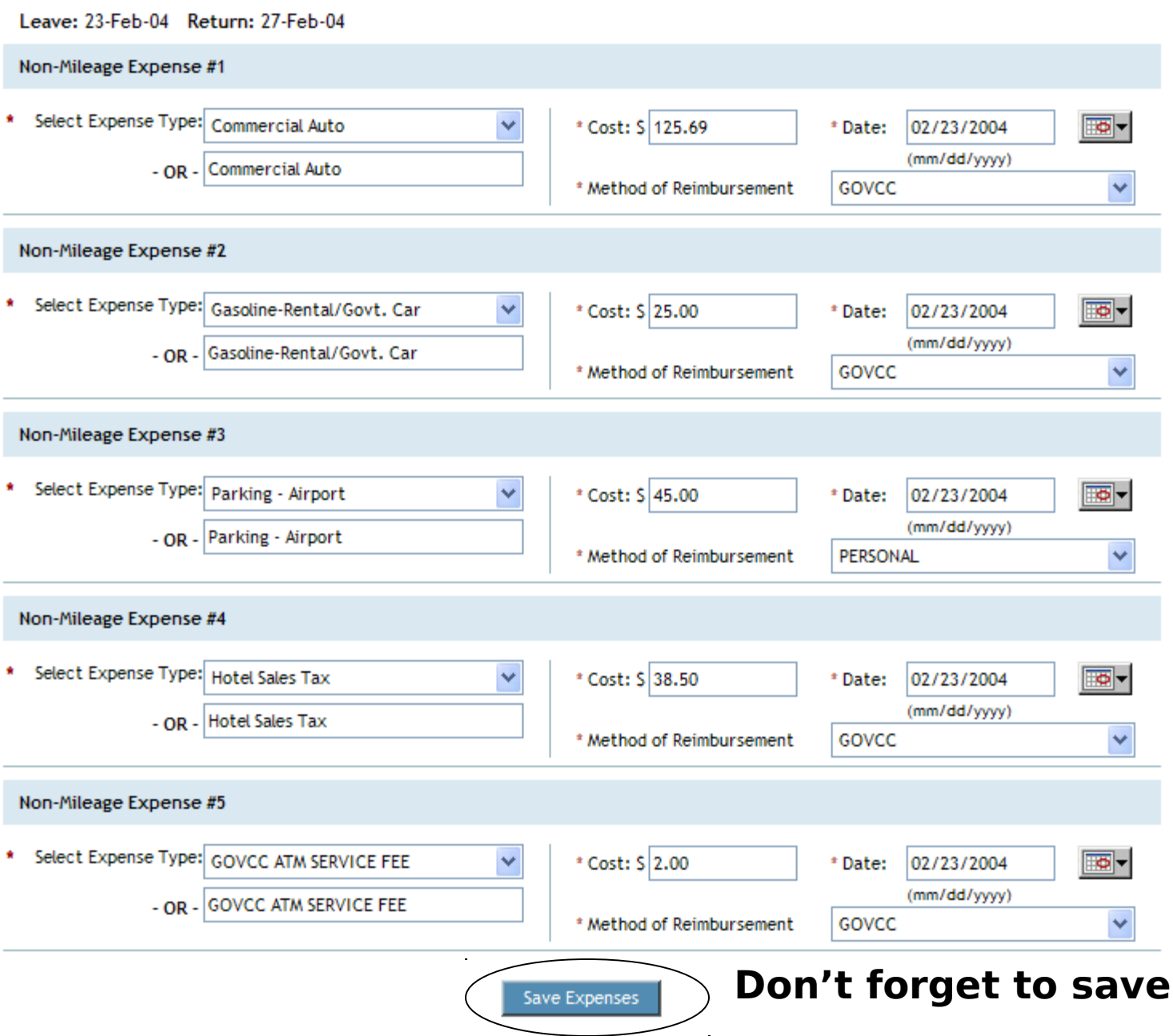
GOVCC-C= Gov't Credit Card – Commercial Billing Account (CB

Select Expenses tab and fill in Non-Mileage Expenses

These are your “should costs”


Defense Travel System
A New Era of Government Travel
Itinerary
Travel
Expenses
Accounting
Additional Options
Review/Sign
Non-Mileage
Mileage
For rental car, select commercial auto
Non-Mileage Expenses
Use this screen to enter non-mileage expenses for your trip. Select an expense type, or, if you cannot find the appropriate expense type, enter a description in the box provided. Click on the "Save Expenses" button to save these expenses.
Reminder: CTO Fees are a reimbursable expense to the traveler when the transportation costs are charged to your Individual Government Travel Charge Card (IBA).
Leave: 23-Feb-04 Return: 27-Feb-04
Best guess
Non-Mileage Expense #1
* Select Expense Type: Commercial Auto
- OR - Commercial Auto
* Cost: $ 125.69
* Date: 02/23/2004
(mm/dd/yyyy)
* Method of Reimbursement GOVCC
Non-Mileage Expense #2
* Select Expense Type: Gasoline-Rental/Govt. Car
- OR - Gasoline-Rental/Govt. Car
* Cost: $ 25.00
* Date: 02/23/2004
(mm/dd/yyyy)
* Method of Reimbursement PERSONAL
-- Please Select --
AMC BILL
CENTRAL BILL
GOV FUND
GOVCC
GTR
PERSONAL
Select correct method of payment
Non-Mileage Expense #3
* Select Expense Type:
- OR -
* Cost: $
* Method of Reimbursement

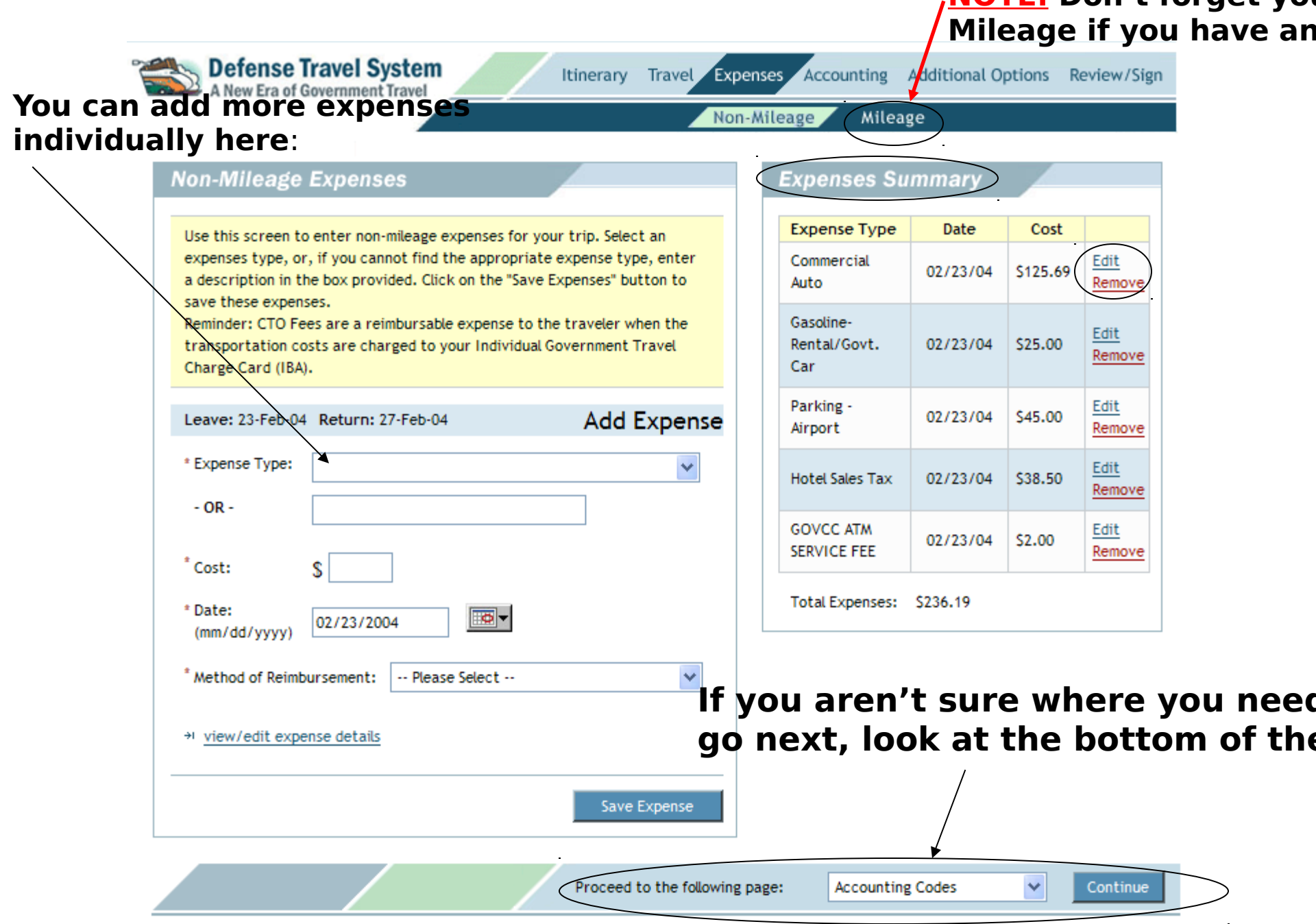
Example of some “should costs”


Leave: 23-Feb-04 Return: 27-Feb-04
Non-Mileage Expense #1
* Select Expense Type: Commercial Auto
- OR - Commercial Auto
* Cost: $ 125.69
* Date: 02/23/2004
(mm/dd/yyyy)
* Method of Reimbursement GOVCC
Non-Mileage Expense #2
* Select Expense Type: Gasoline-Rental/Govt. Car
- OR - Gasoline-Rental/Govt. Car
* Cost: $ 25.00
* Date: 02/23/2004
(mm/dd/yyyy)
* Method of Reimbursement GOVCC
Non-Mileage Expense #3
* Select Expense Type: Parking - Airport
- OR - Parking - Airport
* Cost: $ 45.00
* Date: 02/23/2004
(mm/dd/yyyy)
* Method of Reimbursement PERSONAL
Non-Mileage Expense #4
* Select Expense Type: Hotel Sales Tax
- OR - Hotel Sales Tax
* Cost: $ 38.50
* Date: 02/23/2004
(mm/dd/yyyy)
* Method of Reimbursement GOVCC
Non-Mileage Expense #5
* Select Expense Type: GOVCC ATM SERVICE FEE
- OR - GOVCC ATM SERVICE FEE
* Cost: $ 2.00
* Date: 02/23/2004
(mm/dd/yyyy)
* Method of Reimbursement GOVCC
Save Expenses

Don’t forget to save!

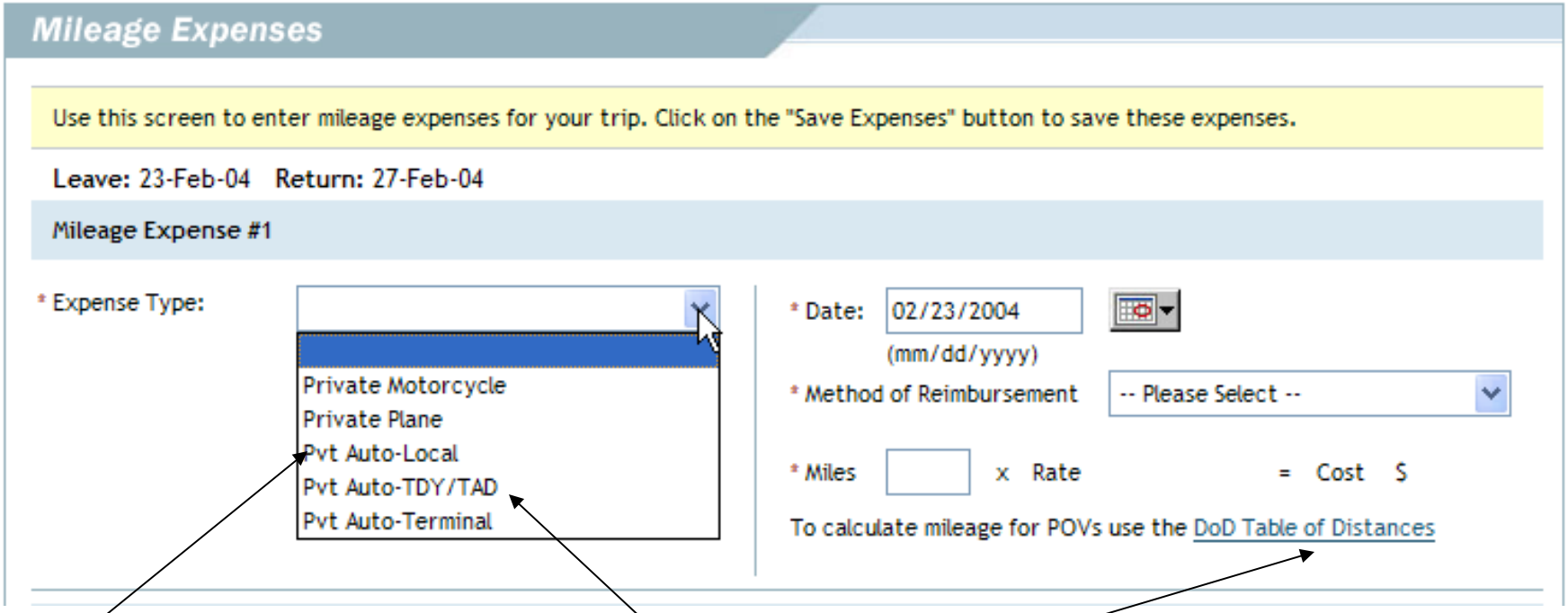
NOTE: Don't forget you
Mileage if you have an

You can add more expenses individually here:



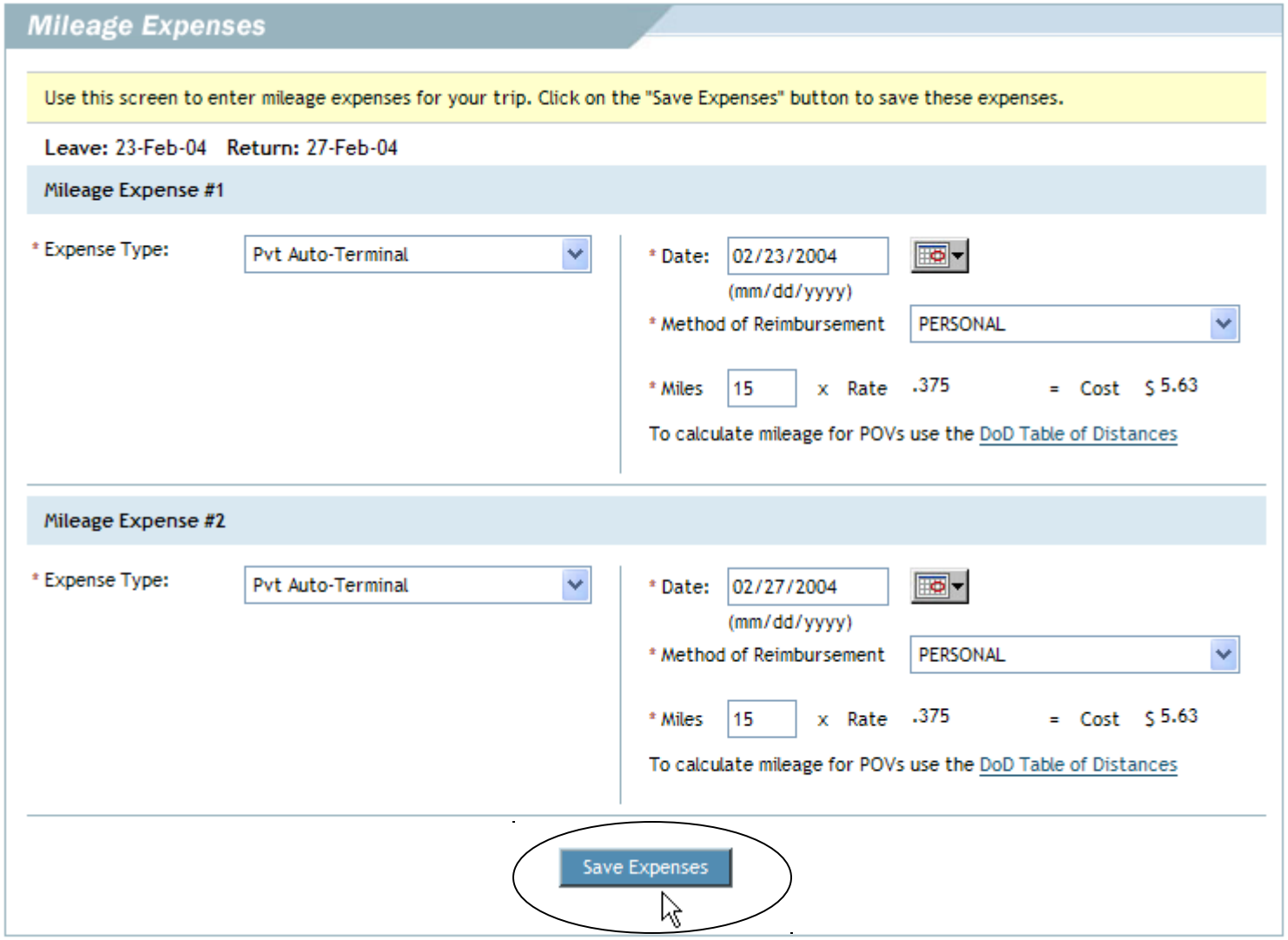
**If you aren't sure where you need
go next, look at the bottom of the**

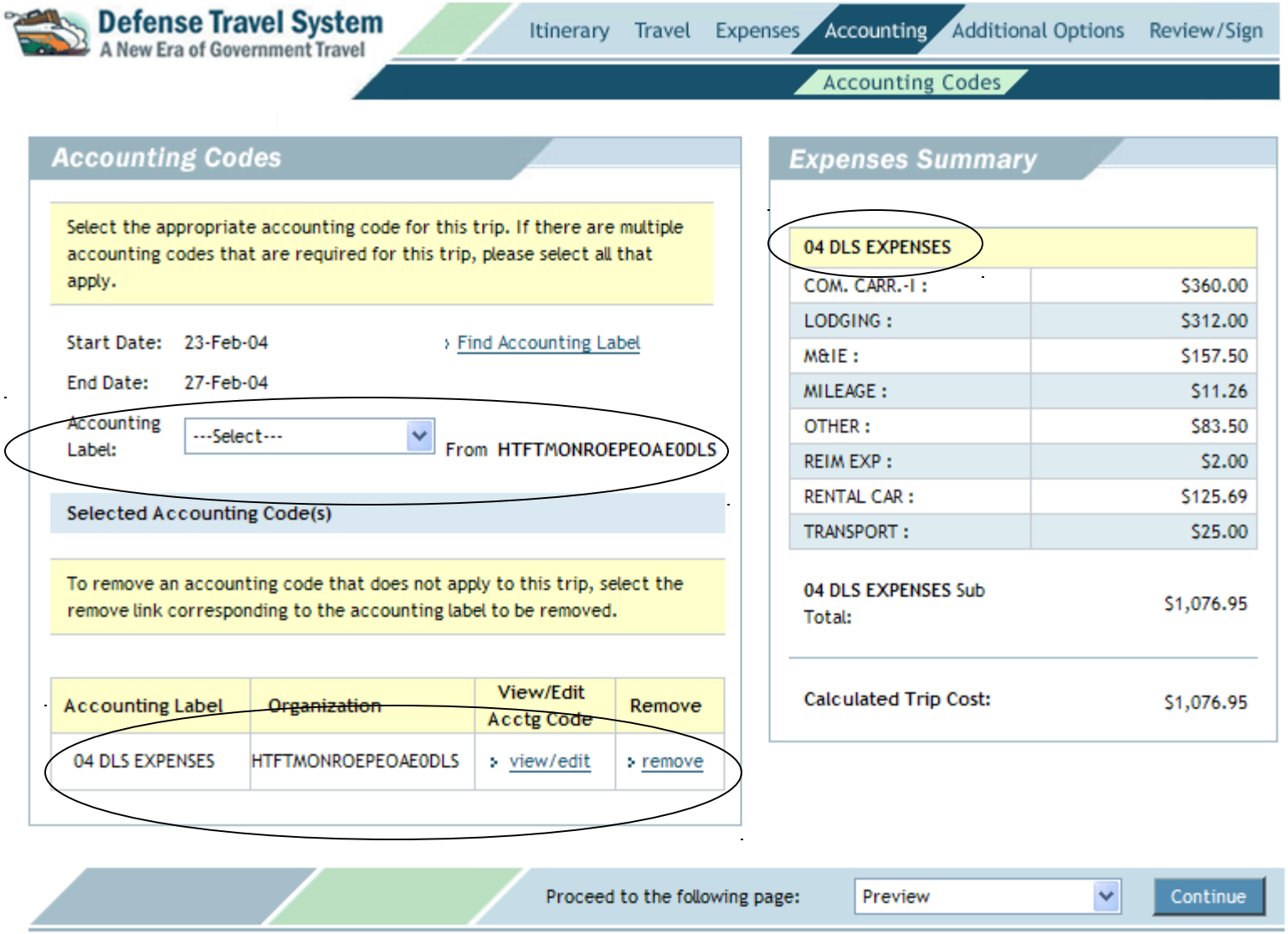
POV Mileage


Mileage Expenses
Use this screen to enter mileage expenses for your trip. Click on the "Save Expenses" button to save these expenses.
Leave: 23-Feb-04 Return: 27-Feb-04
Mileage Expense #1
* Expense Type:
Private Motorcycle
Private Plane
Pvt Auto-Local
Pvt Auto-TDY/TAD
Pvt Auto-Terminal
* Date: 02/23/2004
(mm/dd/yyyy)
* Method of Reimbursement
-- Please Select --
* Miles
x Rate
= Cost $
To calculate mileage for POVs use the DoD Table of Distances

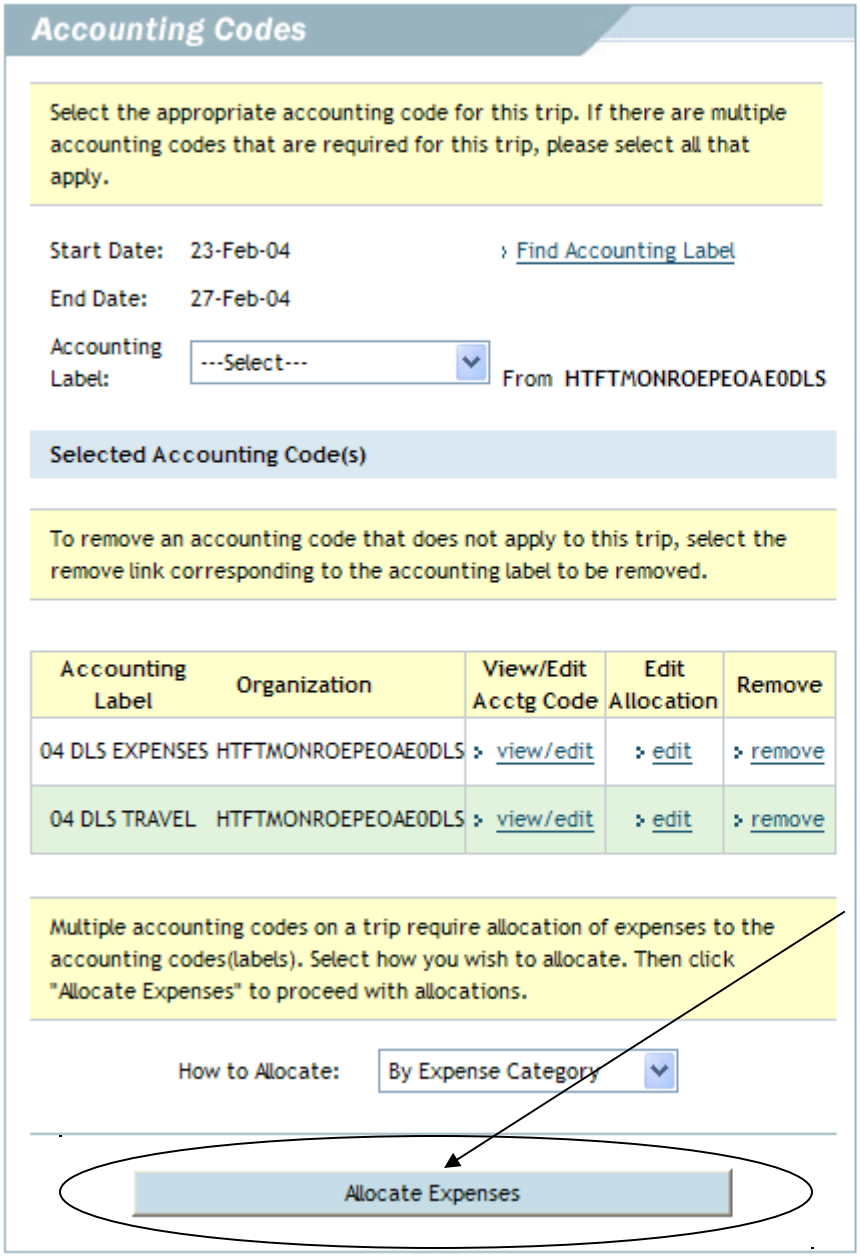
For local or in and around mileage
For going to your TDY location and back

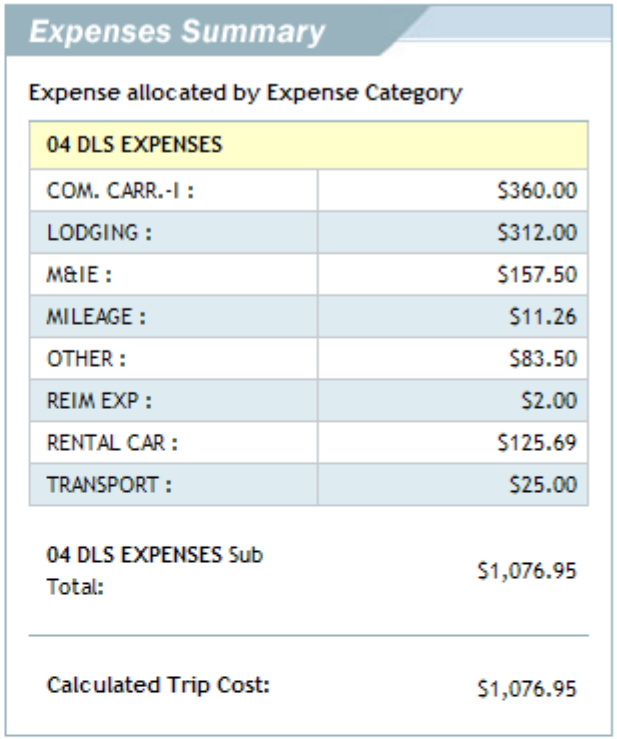
Example of mileage for travel to and from airport


Mileage Expenses
Use this screen to enter mileage expenses for your trip. Click on the "Save Expenses" button to save these expenses.
Leave: 23-Feb-04 Return: 27-Feb-04
Mileage Expense #1
* Expense Type: Pvt Auto-Terminal
* Date: 02/23/2004
(mm/dd/yyyy)
* Method of Reimbursement PERSONAL
* Miles 15 x Rate .375 = Cost $ 5.63
To calculate mileage for POVs use the DoD Table of Distances
Mileage Expense #2
* Expense Type: Pvt Auto-Terminal
* Date: 02/27/2004
(mm/dd/yyyy)
* Method of Reimbursement PERSONAL
* Miles 15 x Rate .375 = Cost $ 5.63
To calculate mileage for POVs use the DoD Table of Distances
Save Expenses



EXP = Expenses (Always have for Authorization)
TVL = Travel (ONLY use if NOT using the GOVCC-I)
LOC = Local Travel (ONLY for Local Travel Voucher)

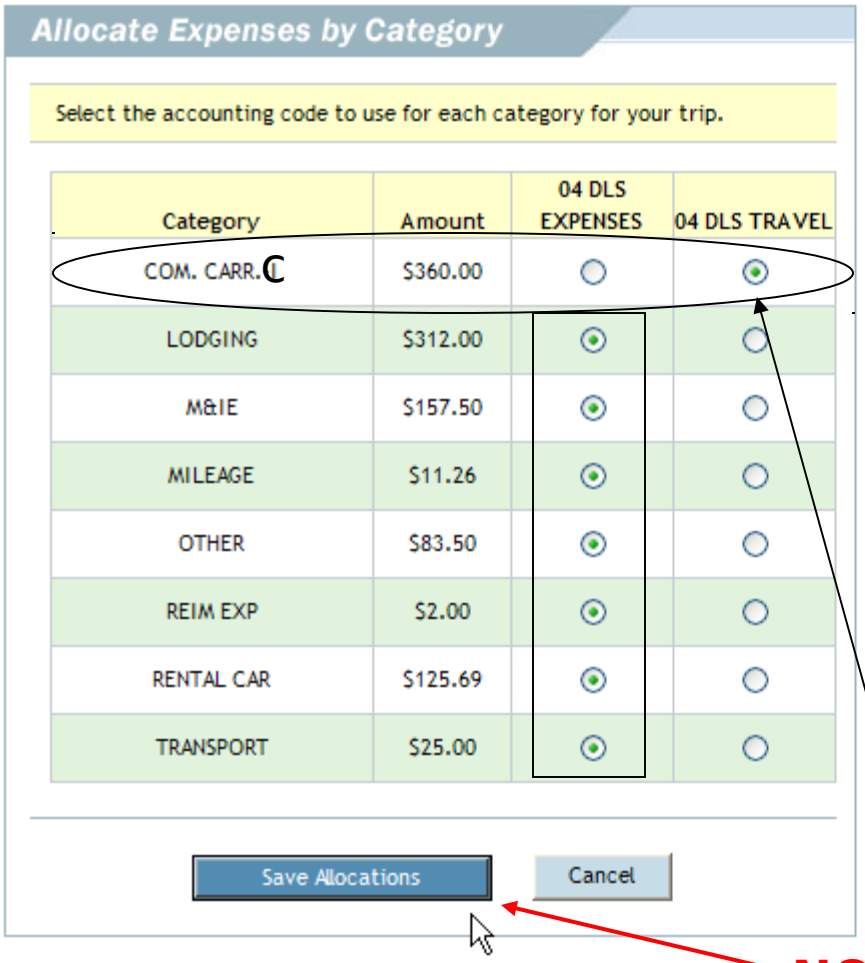

Accounting Codes
Select the appropriate accounting code for this trip. If there are multiple accounting codes that are required for this trip, please select all that apply.
Start Date: 23-Feb-04
Find Accounting Label
End Date: 27-Feb-04
Accounting Label: ---Select---
From HTFTMONROEPEOAE0DLS
Selected Accounting Code(s)
To remove an accounting code that does not apply to this trip, select the remove link corresponding to the accounting label to be removed.
Accounting Label
Organization
View/Edit Acctg Code
Edit Allocation
Remove
04 DLS EXPENSES HTFTMONROEPEOAE0DLS view/edit edit remove
04 DLS TRAVEL HTFTMONROEPEOAE0DLS view/edit edit remove
Multiple accounting codes on a trip require allocation of expenses to the accounting codes(labels). Select how you wish to allocate. Then click "Allocate Expenses" to proceed with allocations.
How to Allocate: By Expense Category
Allocate Expenses

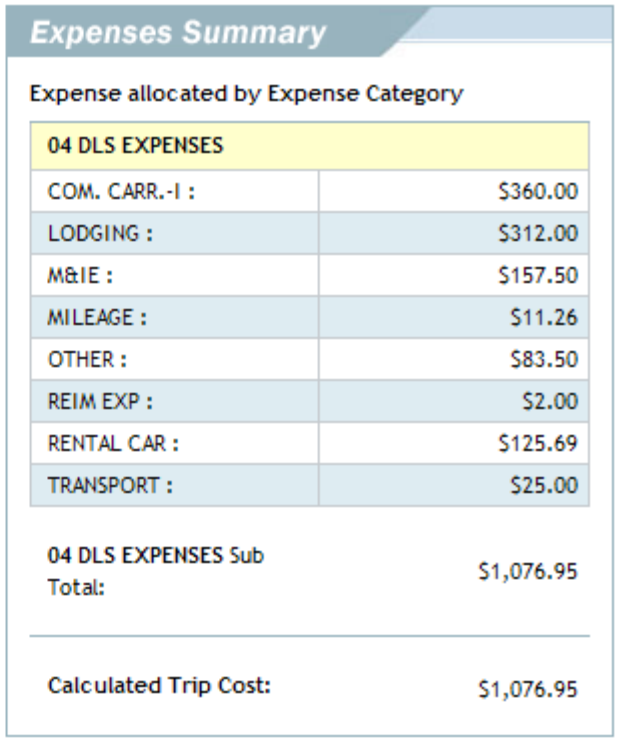


If travel is paid by the "comme billing account" (CBA), then yo must allocate the expenses

NOTE: This is only if the travel doesn't have a GOVCC

Example if traveler does not have a GOVCC



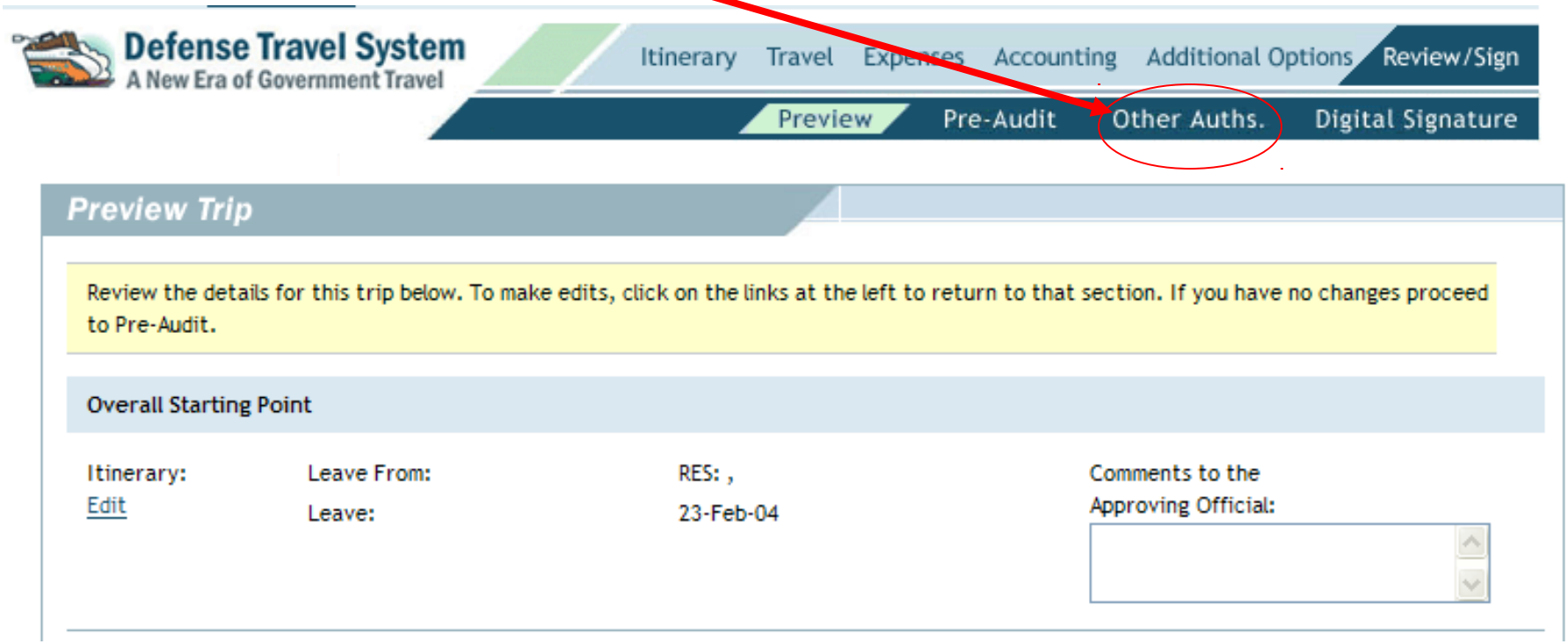


Only move the dot on the COM CARR-C to the TVL colum

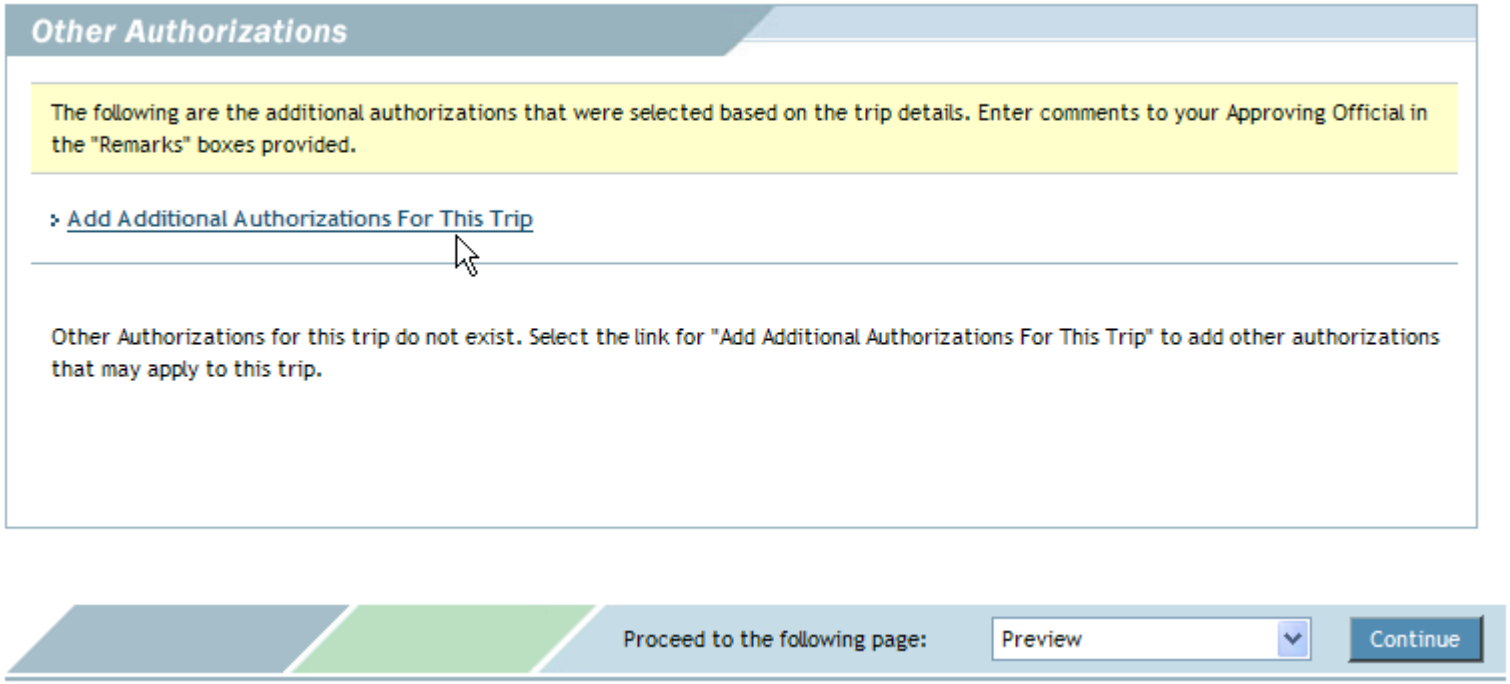
NOTE: Leave the rest alone, then

After the accounting section, you'll move on to the Preview scree

Before reviewing authorization in preview ask yourself: Do need other authorizations such as "Variation Authorized". must go to the Other Auths tab.



You'll need to "add" authorizations

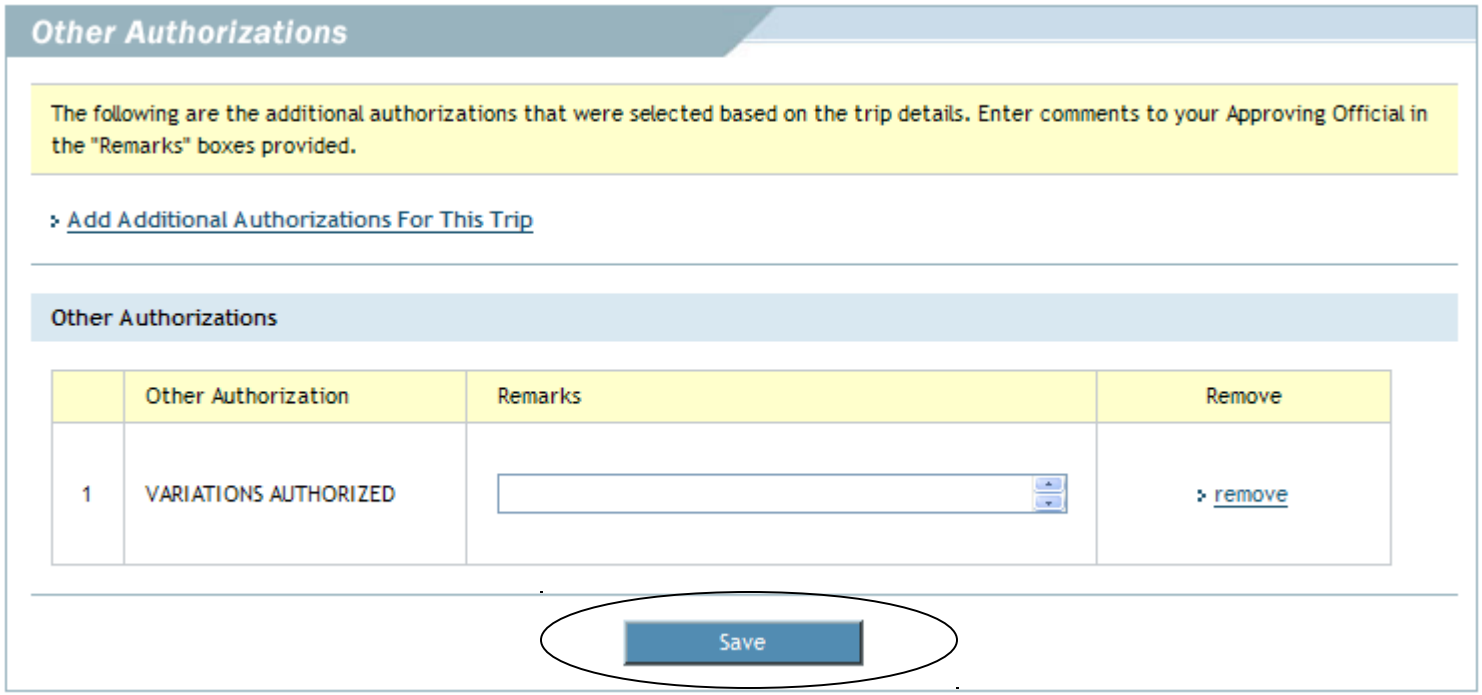

Other Authorizations
The following are the additional authorizations that were selected based on the trip details. Enter comments to your Approving Official in the "Remarks" boxes provided.
Add Additional Authorizations For This Trip
Other Authorizations for this trip do not exist. Select the link for "Add Additional Authorizations For This Trip" to add other authorizations that may apply to this trip.
Proceed to the following page:
Preview
Continue

Sample list

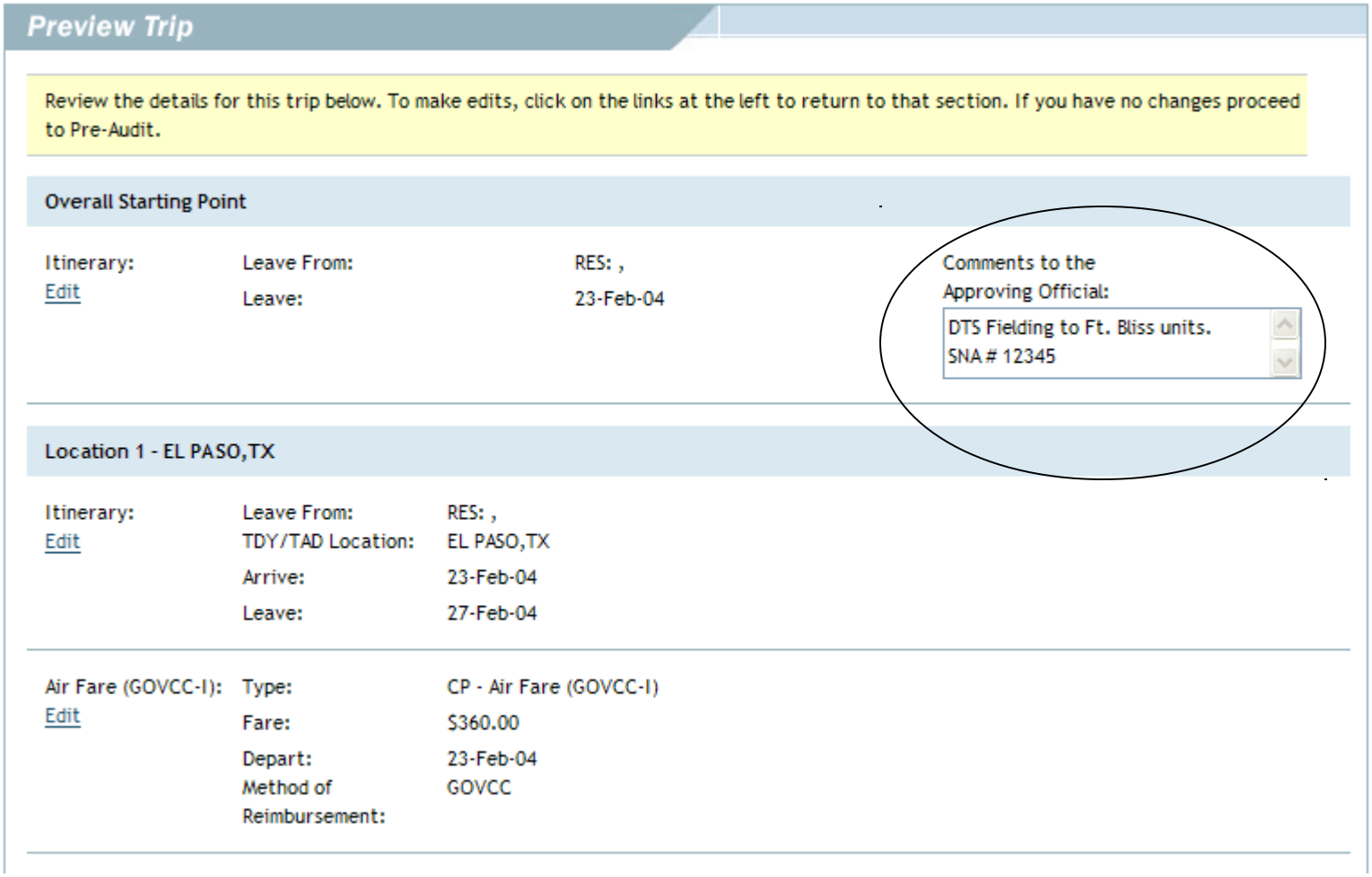
Other Authorizations Available

Select	Other Authorizations
☐	ABOARD U.S. VESSEL
☑	ADVERSE EFFECTS/COMMERCIAL QUARTERS
☐	ANNUAL LEAVE OR NON-DUTY DAYS
☐	ANNUAL TRAINING
☐	ATM Advance Authorized
☐	CUSTOMER ID CODE (Patriot Express)
☐	ESSENTIAL UNIT MESSING
☐	EXCESS BAGGAGE
☐	EXTRA AIR OR RAIL FARE
☐	FIELD CONDITIONS
☐	Fiscal Year Funds
☐	GOVT-OWNED VEHICLE AVAILABLE
☐	GROUP AUTHORIZATION
☐	GROUP TRAVEL
☐	HOSPITAL STAY
☐	INACTIVE DUTY TRAINING
☐	MEALS PROVIDED
☐	OCCASIONAL MEALS
☐	OTHER (See remarks below)
☐	OTHER PRIVATELY-OWNED VEHICLE
☐	PER DIEM LOCATION FOOTNOTES
☐	PERMISSIVE TDY
☐	PERSONAL DEVIATION-ITINERARY/TRANS MODE
☐	PERSTEMPO CODE A (Operation)
☐	PERSTEMPO CODE B (Exercise)
☐	PERSTEMPO CODE C (Unit Trng)
☐	PERSTEMPO CODE D (Mission Support TDY)
☐	PERSTEMPO CODE E (Individual Trng
☐	PERSTEMPO CODE F (Home Station Trng
☐	PERSTEMPO CODE G (Duty in Garrison)
☐	PERSTEMPO CODE H (Hosp in area of PDS)
☐	PERSTEMPO CODE I (Disciplinary Event)
☐	PERSTEMPO CODE J (Inactive Duty Trng)
☐	PERSTEMPO CODE K (Muster Duty)
☐	PERSTEMPO CODE L (Funeral Honors Duty)
☐	PERSTEMPO CODE Z (Unknown)
☐	POV USE NOT ADVANTAGEOUS TO GOVERNMENT
☑	VARIATIONS AUTHORIZED

Once added, make sure you save!


Other Authorizations
The following are the additional authorizations that were selected based on the trip details. Enter comments to your Approving Official in the "Remarks" boxes provided.
Add Additional Authorizations For This Trip
Other Authorizations
Other Authorization
Remarks
Remove
1
VARIATIONS AUTHORIZED
remove
Save

Tell the AO more about the trip in the “Comments to the Approving Official” box



Preview screen has the whole trip, review it we

Expenses

Check the dates

Check method of reimbursement

Did you remember all the "should costs"?

Non-Mileage:

	No.	Expense Type	Date	Cost	Method of Reimbursement
Edit	1.	Commercial Auto	02/23/04	$125.69	GOVCC
Edit	2.	GOVCC ATM SERVICE FEE	02/23/04	$2.00	GOVCC
Edit	3.	Gasoline-Rental/Govt. Car	02/23/04	$25.00	GOVCC
Edit	4.	Parking - Airport	02/23/04	$45.00	PERSONAL
Edit	5.	Hotel Sales Tax	02/23/04	$38.50	GOVCC
			Total:	$236.19	

To and from the airport?

Mileage:

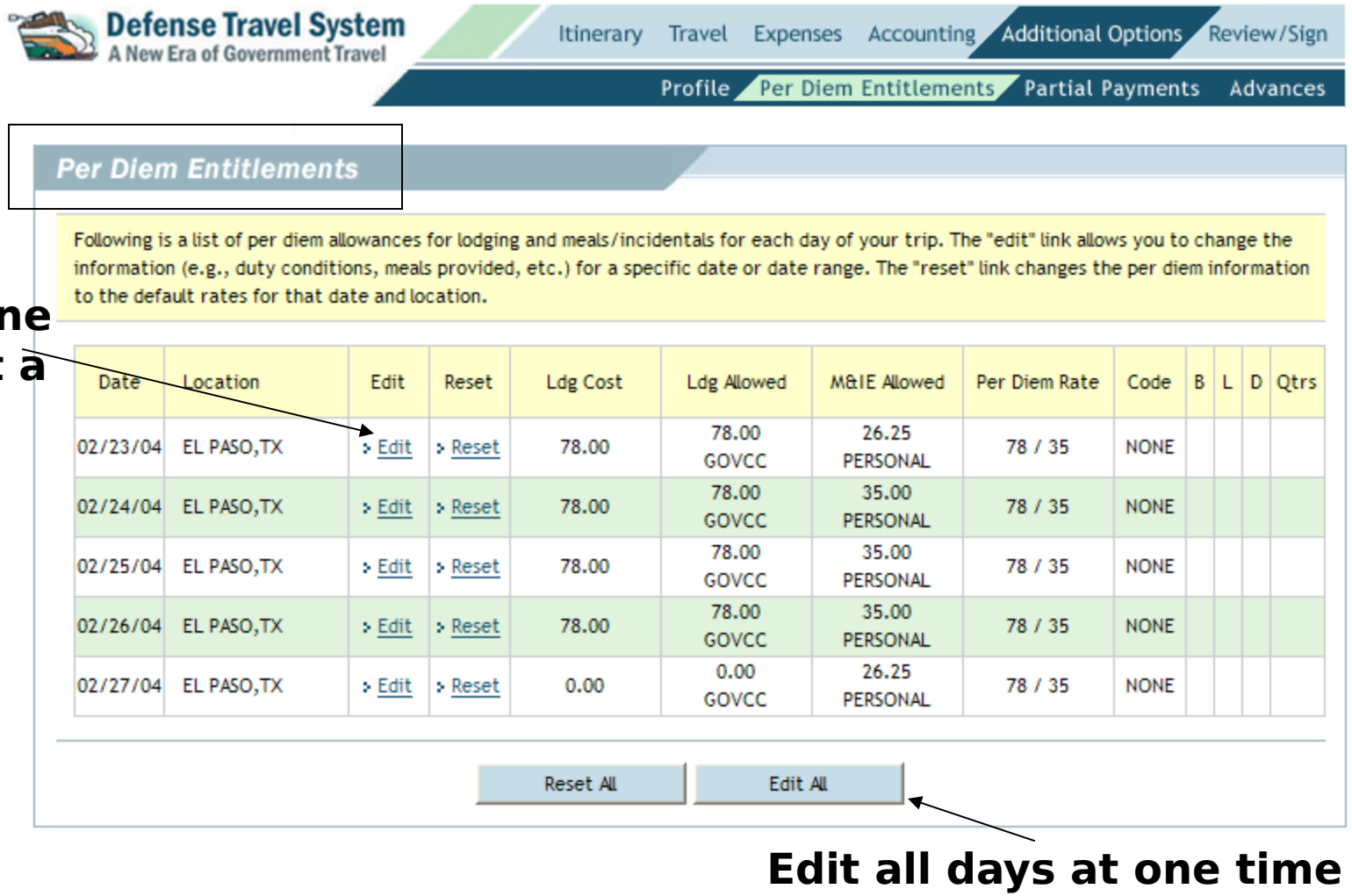
	No.	Expense Type	Date	Cost	Method of Reimbursement	Miles
Edit	1.	Pvt Auto-Terminal	02/23/04	$5.63	PERSONAL	15
Edit	2.	Pvt Auto-Terminal	02/27/04	$5.63	PERSONAL	15
			Total:	$11.26		

Per Diem Entitlements

Lodge / M&IE:

	Start Date	End Date	Total Lodge	Total M&IE
Edit	02/23/04	02/27/04	$312.00	$157.50

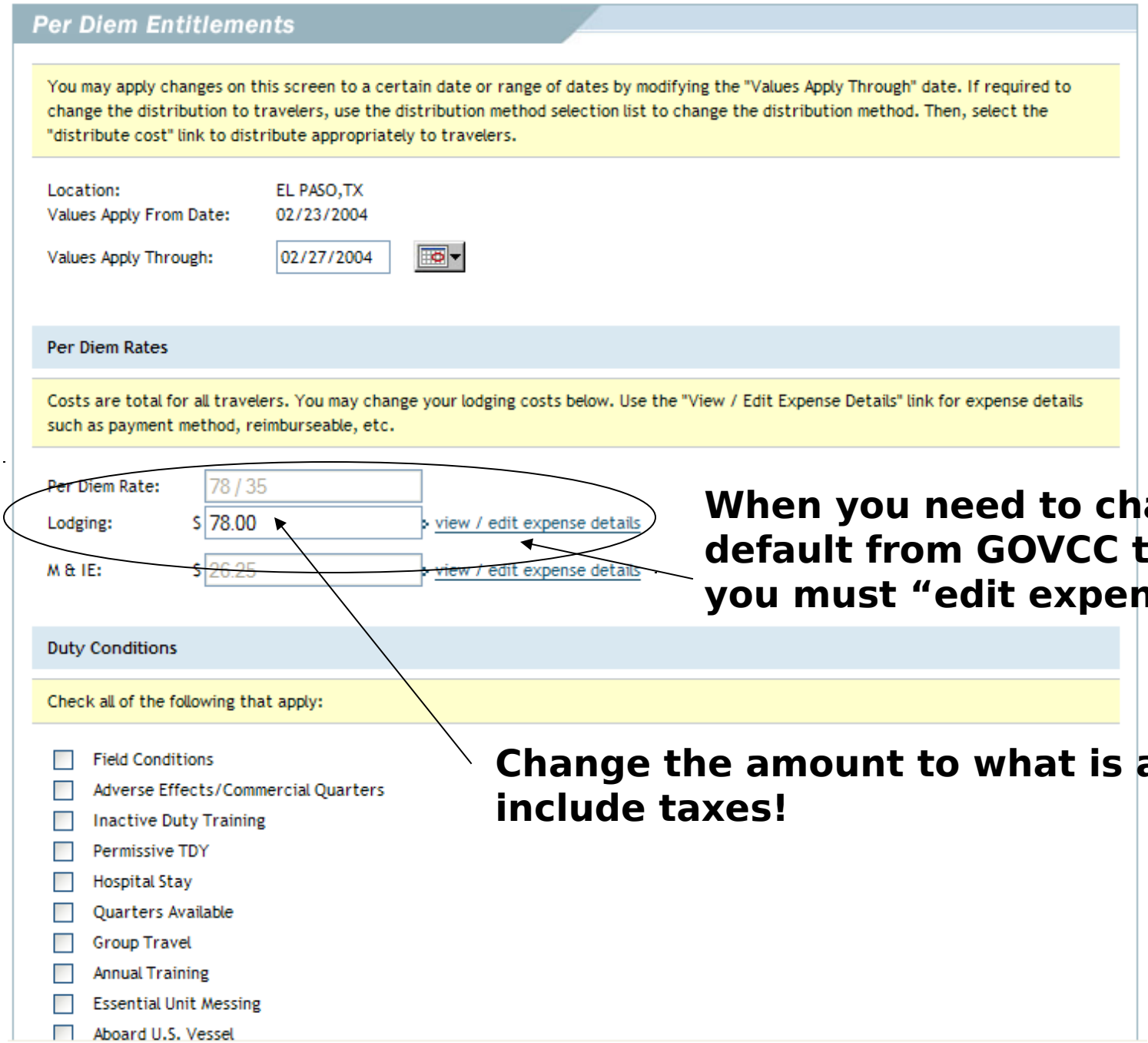
Per Diem Entitlements


Defense Travel System
A New Era of Government Travel
Itinerary
Travel
Expenses
Accounting
Additional Options
Review/Sign
Profile
Per Diem Entitlements
Partial Payments
Advances
Per Diem Entitlements
Following is a list of per diem allowances for lodging and meals/incidentals for each day of your trip. The "edit" link allows you to change the information (e.g., duty conditions, meals provided, etc.) for a specific date or date range. The "reset" link changes the per diem information to the default rates for that date and location.
Date
Location
Edit
Reset
Ldg Cost
Ldg Allowed
M&IE Allowed
Per Diem Rate
Code
B
L
D
Qtrs
02/23/04 EL PASO,TX Edit Reset 78.00 78.00 GOVCC 26.25 PERSONAL 78 / 35 NONE
02/24/04 EL PASO,TX Edit Reset 78.00 78.00 GOVCC 35.00 PERSONAL 78 / 35 NONE
02/25/04 EL PASO,TX Edit Reset 78.00 78.00 GOVCC 35.00 PERSONAL 78 / 35 NONE
02/26/04 EL PASO,TX Edit Reset 78.00 78.00 GOVCC 35.00 PERSONAL 78 / 35 NONE
02/27/04 EL PASO,TX Edit Reset 0.00 0.00 GOVCC 26.25 PERSONAL 78 / 35 NONE
Reset All
Edit All

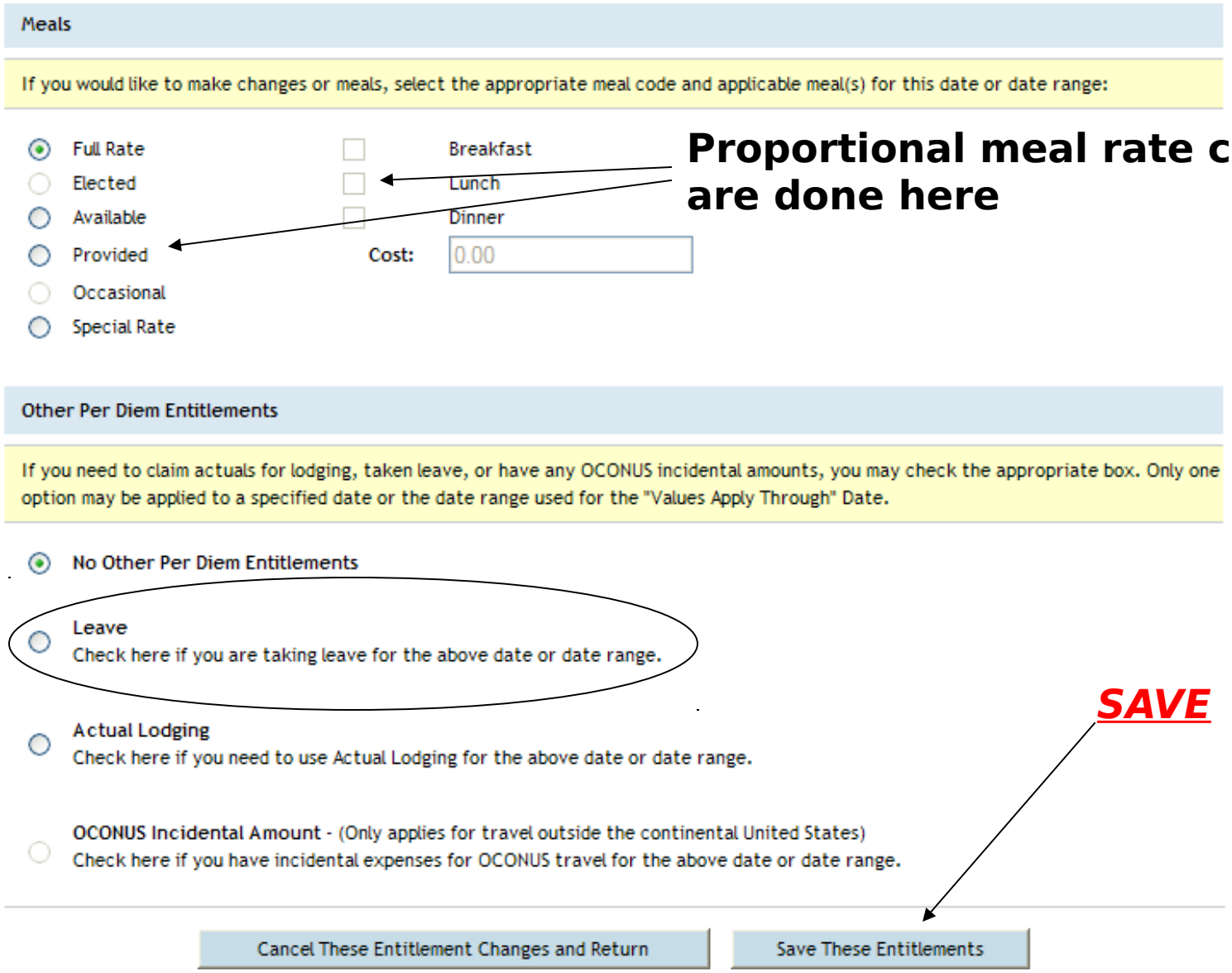
Edit one day at a time

Edit all days at one time

Screen is used to modify the hotel costs or putting in annual leave a


Per Diem Entitlements
You may apply changes on this screen to a certain date or range of dates by modifying the "Values Apply Through" date. If required to change the distribution to travelers, use the distribution method selection list to change the distribution method. Then, select the "distribute cost" link to distribute appropriately to travelers.
Location: EL PASO,TX
Values Apply From Date: 02/23/2004
Values Apply Through: 02/27/2004
Per Diem Rates
Costs are total for all travelers. You may change your lodging costs below. Use the "View / Edit Expense Details" link for expense details such as payment method, reimburseable, etc.
Per Diem Rate: 78 / 35
Lodging: $ 78.00 view / edit expense details
M & IE: $ 26.25 view / edit expense details
Duty Conditions
Check all of the following that apply:
Field Conditions
Adverse Effects/Commercial Quarters
Inactive Duty Training
Permissive TDY
Hospital Stay
Quarters Available
Group Travel
Annual Training
Essential Unit Messing
Aboard U.S. Vessel
When you need to change the
default from GOVCC to Perso
you must “edit expense detai
Change the amount to what is actual, D
include taxes!

To save the changes to the Per Diem Entitlement section you m scroll down to the bottom of the screen and save.


Meals
If you would like to make changes or meals, select the appropriate meal code and applicable meal(s) for this date or date range:
Full Rate
Elected
Available
Provided
Occasional
Special Rate
Breakfast
Lunch
Dinner
Cost:
0.00
Proportional meal rate changes are done here
Other Per Diem Entitlements
If you need to claim actuals for lodging, taken leave, or have any OCONUS incidental amounts, you may check the appropriate box. Only one option may be applied to a specified date or the date range used for the "Values Apply Through" Date.
No Other Per Diem Entitlements
Leave
Check here if you are taking leave for the above date or date range.
Actual Lodging
Check here if you need to use Actual Lodging for the above date or date range.
OCONUS Incidental Amount - (Only applies for travel outside the continental United States)
Check here if you have incidental expenses for OCONUS travel for the above date or date range.
SAVE
Cancel These Entitlement Changes and Return
Save These Entitlements

At Preview screen, you must scroll down and “Save and Proceed to

Per Diem Entitlements

Lodge / M&IE:

	Start Date	End Date	Total Lodge	Total M&IE
Edit	02/23/04	02/27/04	$300.00	$157.50

Accounting Summary

Accounting Code: 04 DLS EXPENSES Edit

COM. CARR.-I:	$360.00
LODGING:	$300.00
M&IE:	$157.50
MILEAGE:	$11.26
OTHER:	$83.50
REIM EXP:	$2.00
RENTAL CAR:	$125.69
TRANSPORT:	$25.00
04 DLS EXPENSES Sub Total:	$1,064.95
Calculated Trip Cost:	$1,064.95

Advances Summary

No Advances Requested.

Save And Proceed To Pre-Audit

You must answer each and every flag

Below are any items that were "flagged" for this trip. You must provide comments in the 'Justification to Approving Official' text field for flagged items. When you are finished, or if there are no flagged items, click "Proceed To Digital Signature."

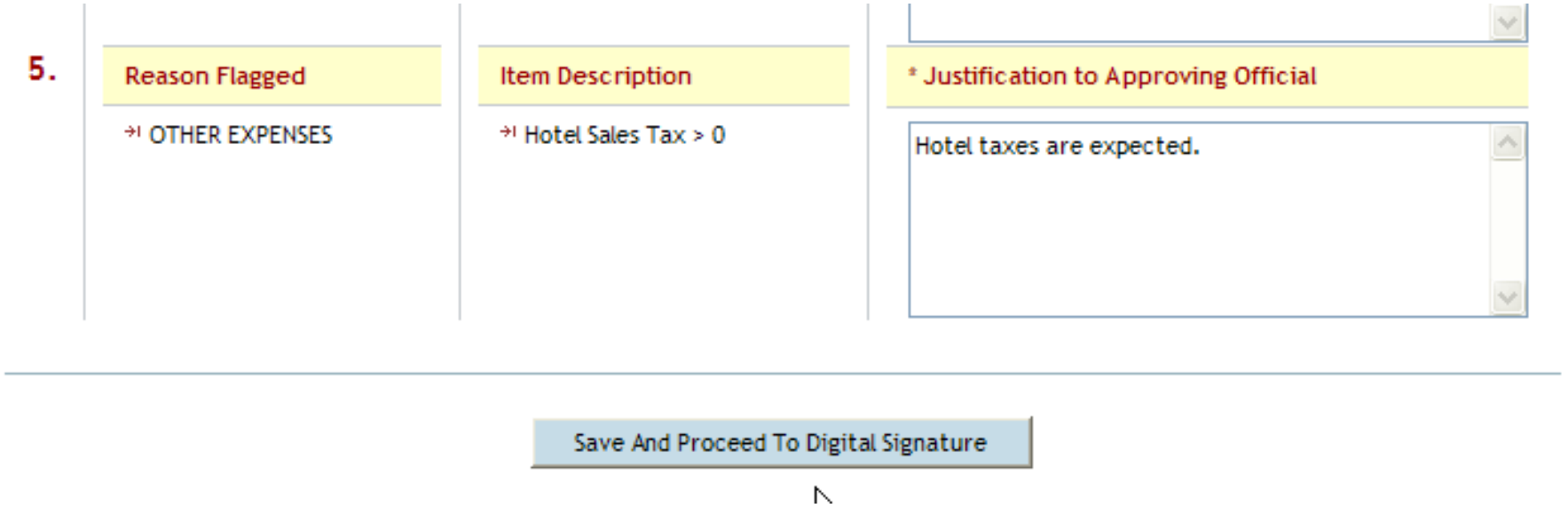
5 Items have been Flagged in this Travel Document

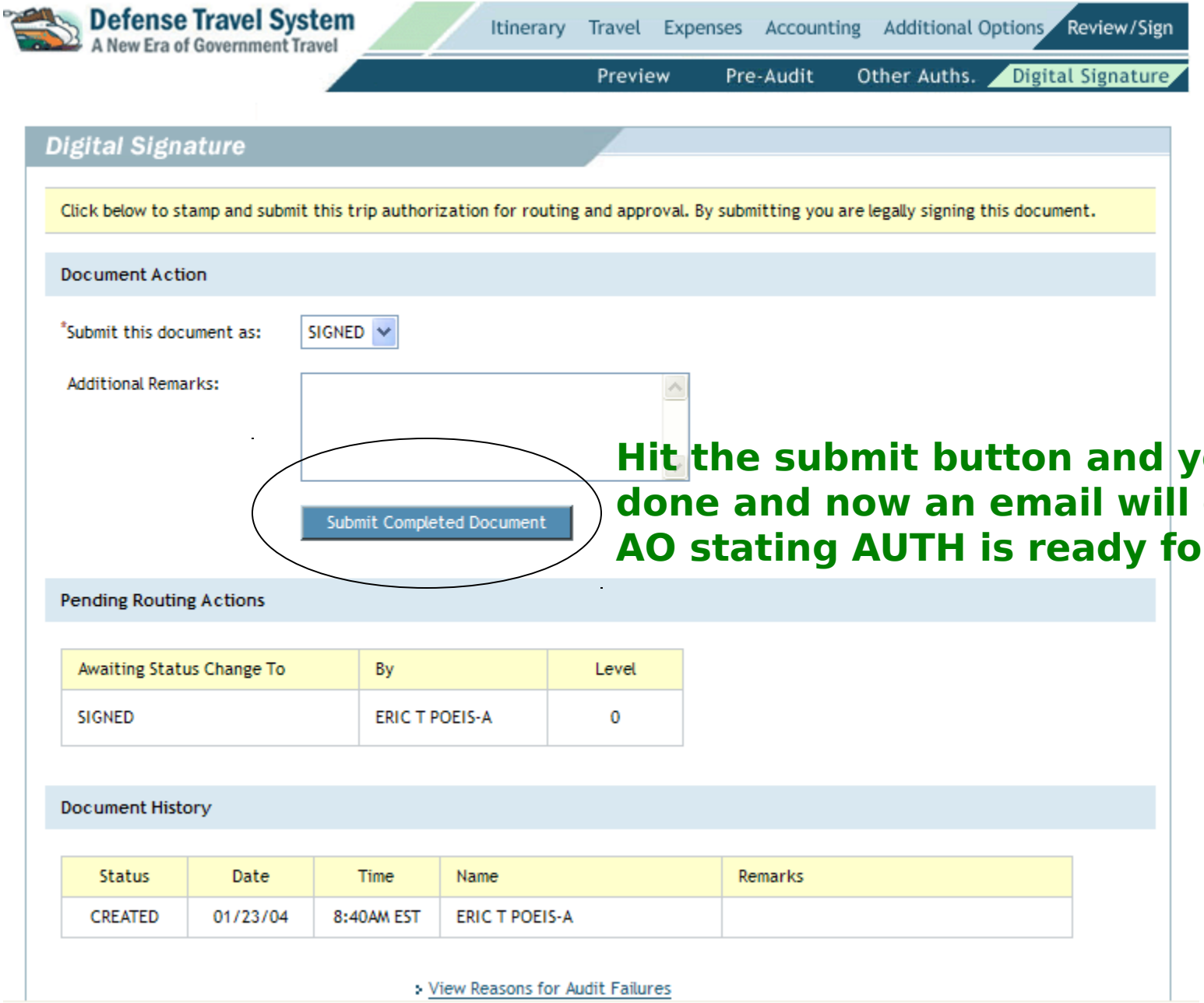
	Reason Flagged	Item Description	* Justification to Approving Official
1.	COMMENTS	CHECK COMMENTS ON TRIP 1	Comments to AO
2.	DFLT PMT METHOD USED	Gasoline-Rental/Govt. Car ON 02/23/04 HAS PMT METHOD OF GOVCC - NOT USING DEFAULT PAYMENT METHOD - PERSONAL	Using GOVCC
3.	DFLT PMT METHOD USED	Hotel Sales Tax ON 02/23/04 HAS PMT METHOD OF GOVCC - NOT USING DEFAULT PAYMENT METHOD - PERSONAL	Using GOVCC
4.	OTHER AUTH USED	OTHER AUTHORIZATION EXISTS: VARIATIONS AUTHORIZED	Mission may require changes to travel plans
5.	OTHER EXPENSES	Hotel Sales Tax > 0	Hotel taxes expected

Some flags will be recurring, that doesn't mean you did something wrong.

These are <u>examples</u> answers, you should answ the question appropriatel

Once all flags are answered, save and proce




Defense Travel System
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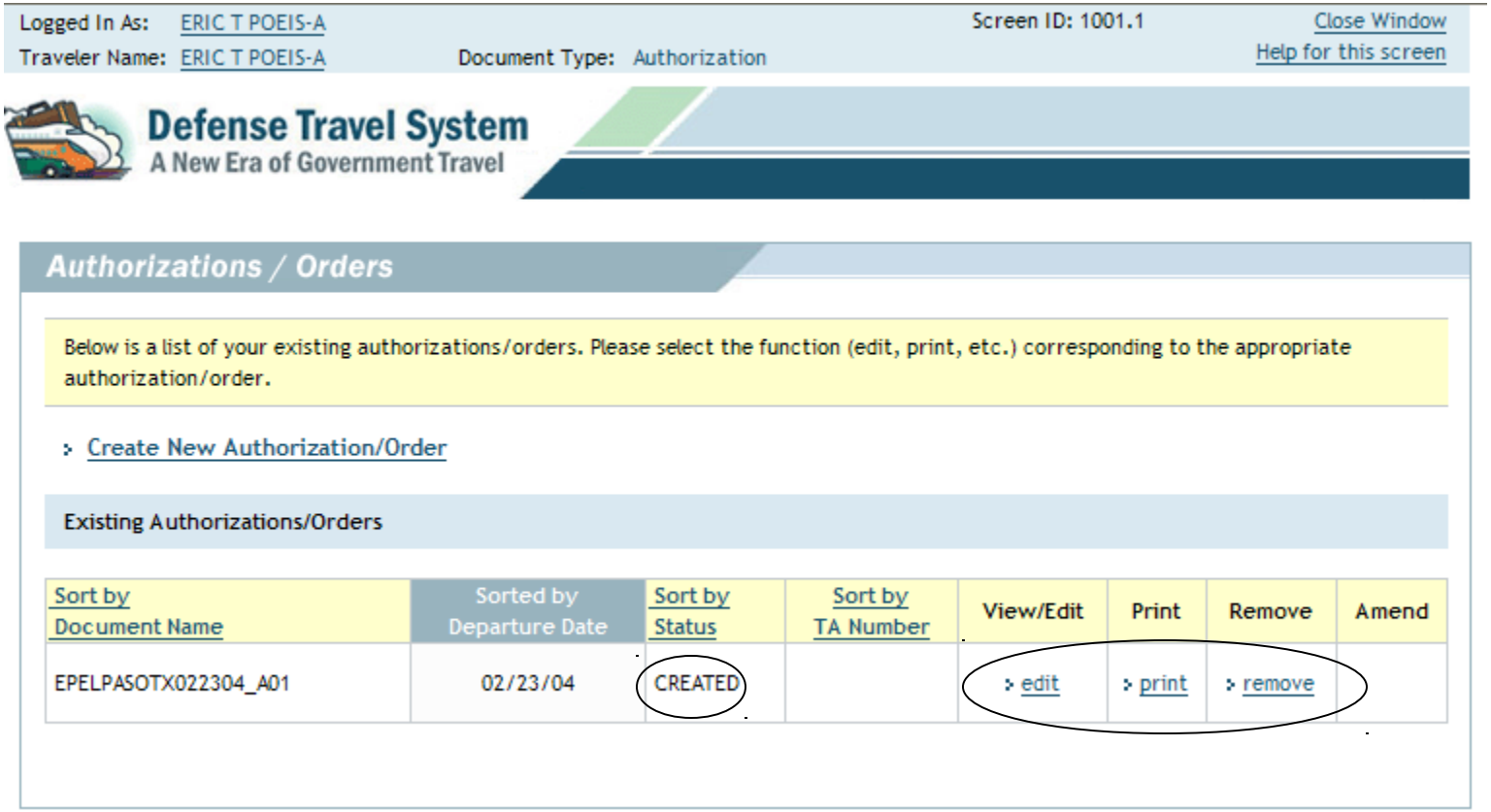
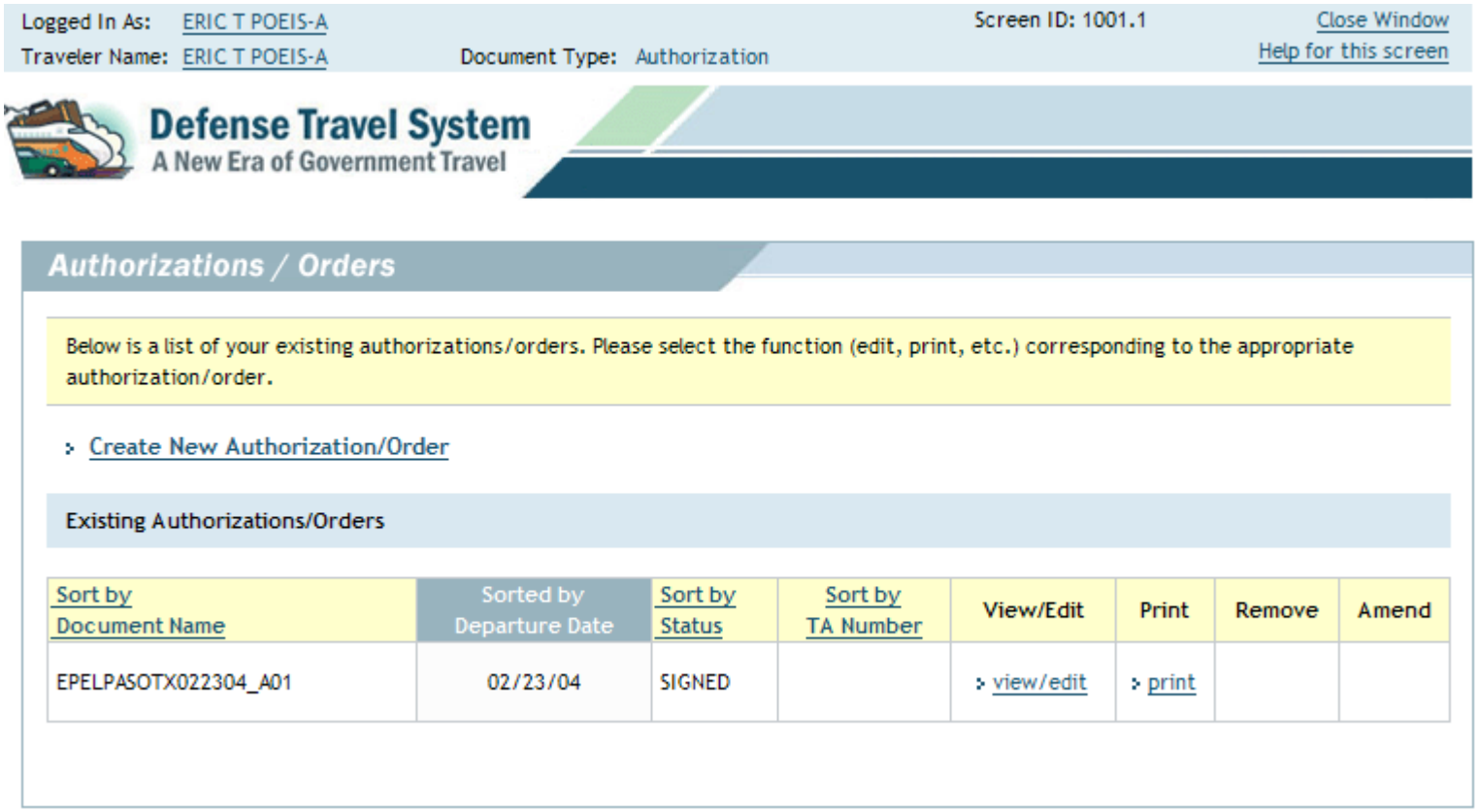
Itinerary
Travel
Expenses
Accounting
Additional Options
Review/Sign
Preview
Pre-Audit
Other Auths.
Digital Signature
Digital Signature
Click below to stamp and submit this trip authorization for routing and approval. By submitting you are legally signing this document.
Document Action
*Submit this document as:
SIGNED
Additional Remarks:
Submit Completed Document
Hit the submit button and you are
done and now an email will go to t
AO stating AUTH is ready for appro
Pending Routing Actions
Awaiting Status Change To
By
Level
SIGNED
ERIC T POEIS-A
0
Document History
Status
Date
Time
Name
Remarks
CREATED
01/23/04
8:40AM EST
ERIC T POEIS-A
View Reasons for Audit Failures

Sample of Authorization started, but not signe

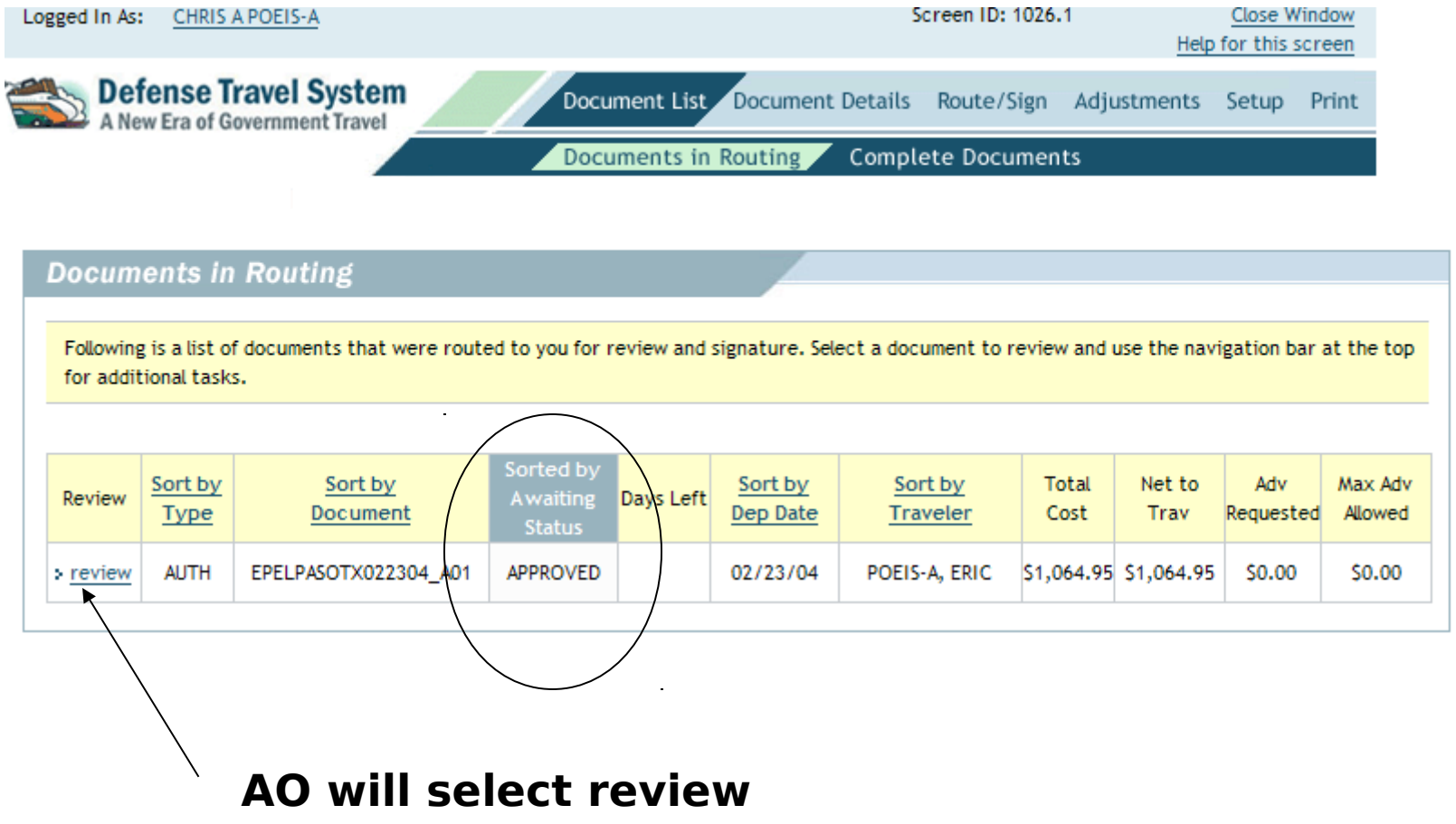


Completed Authorization



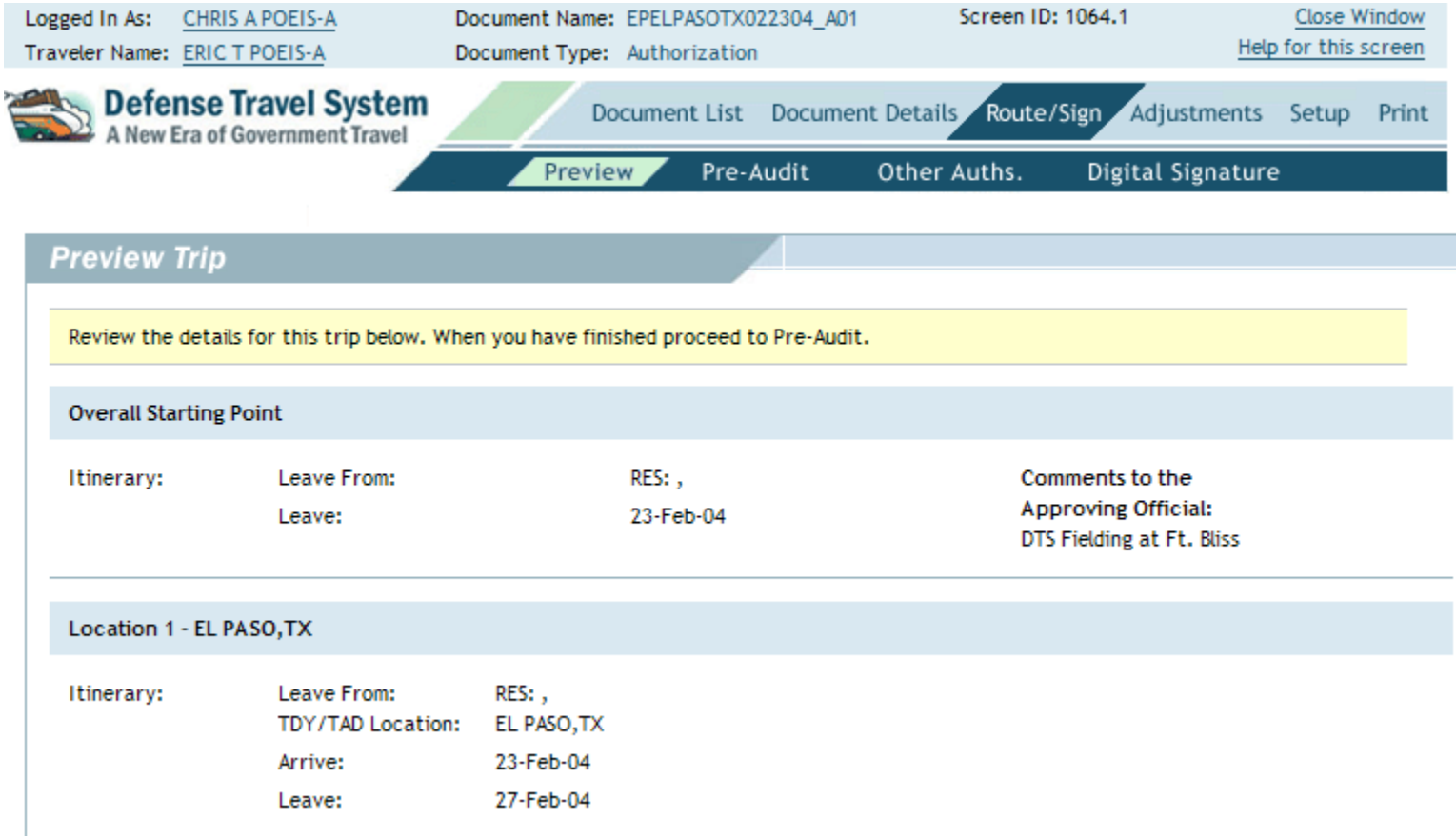
AO Auth Approval Process

AO’s screen that have documents wait



AO will select review

AO will start from the Preview Trip screen



AO will review the flags

Pre-Audit Trip

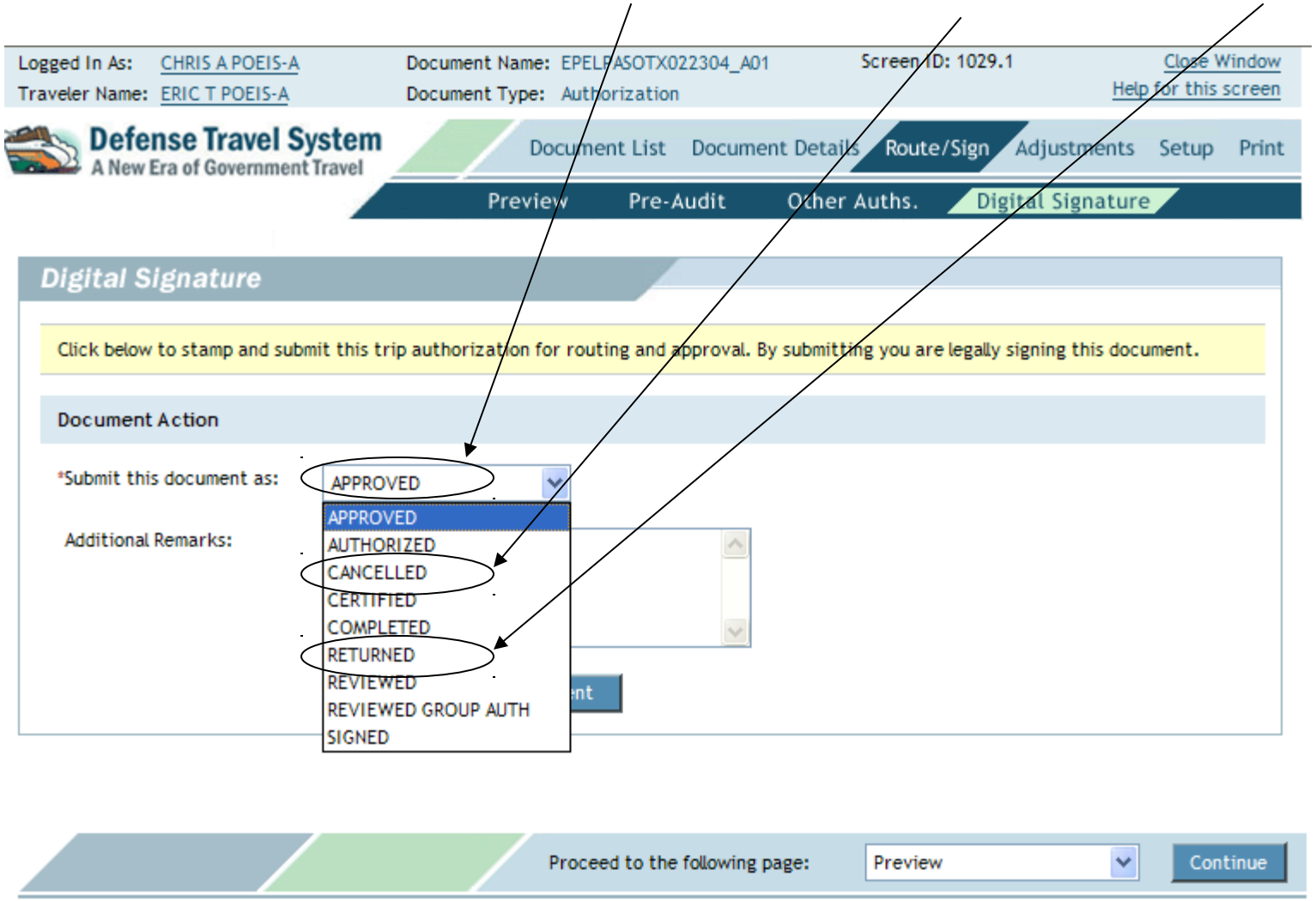
Below are any items that were "flagged" for this trip.

5 Items have been Flagged in this Travel Document

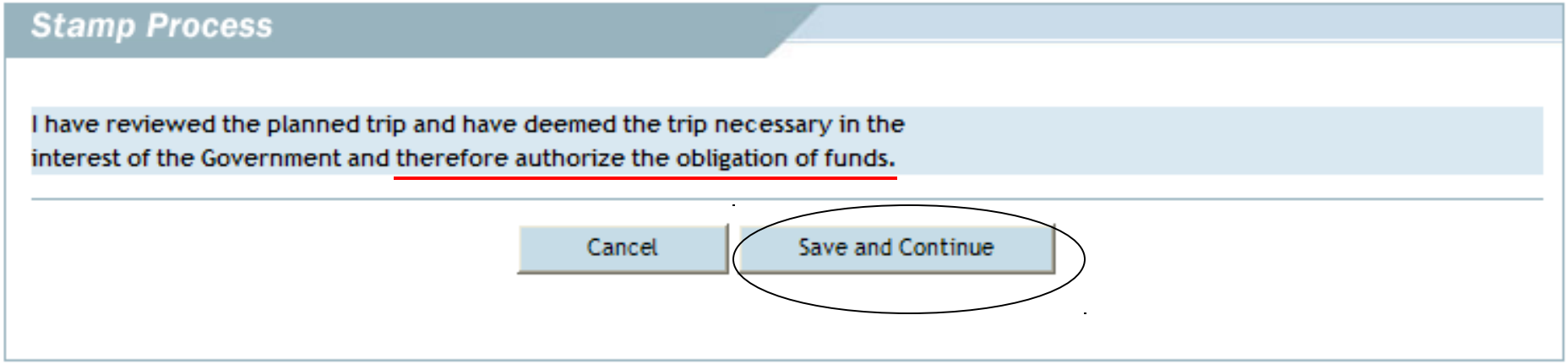
	Reason Flagged	Item Description	Justification to Approving Official
1.	COMMENTS	CHECK COMMENTS ON TRIP 1	Comments to AO
2.	DFLT PMT METHOD USED	Hotel Sales Tax ON 02/23/04 HAS PMT METHOD OF GOVCC - NOT USING DEFAULT PAYMENT METHOD - PERSONAL	Using GOVCC
3.	DFLT PMT METHOD USED	Gasoline-Rental/Govt. Car ON 02/23/04 HAS PMT METHOD OF GOVCC - NOT USING DEFAULT PAYMENT METHOD - PERSONAL	Using GOVCC
4.	OTHER AUTH USED	OTHER AUTHORIZATION EXISTS: VARIATIONS AUTHORIZED	Mission may require variations to travel
5.	OTHER EXPENSES	Hotel Sales Tax > 0	Hotel taxes are expected.

Proceed To Digital Signature

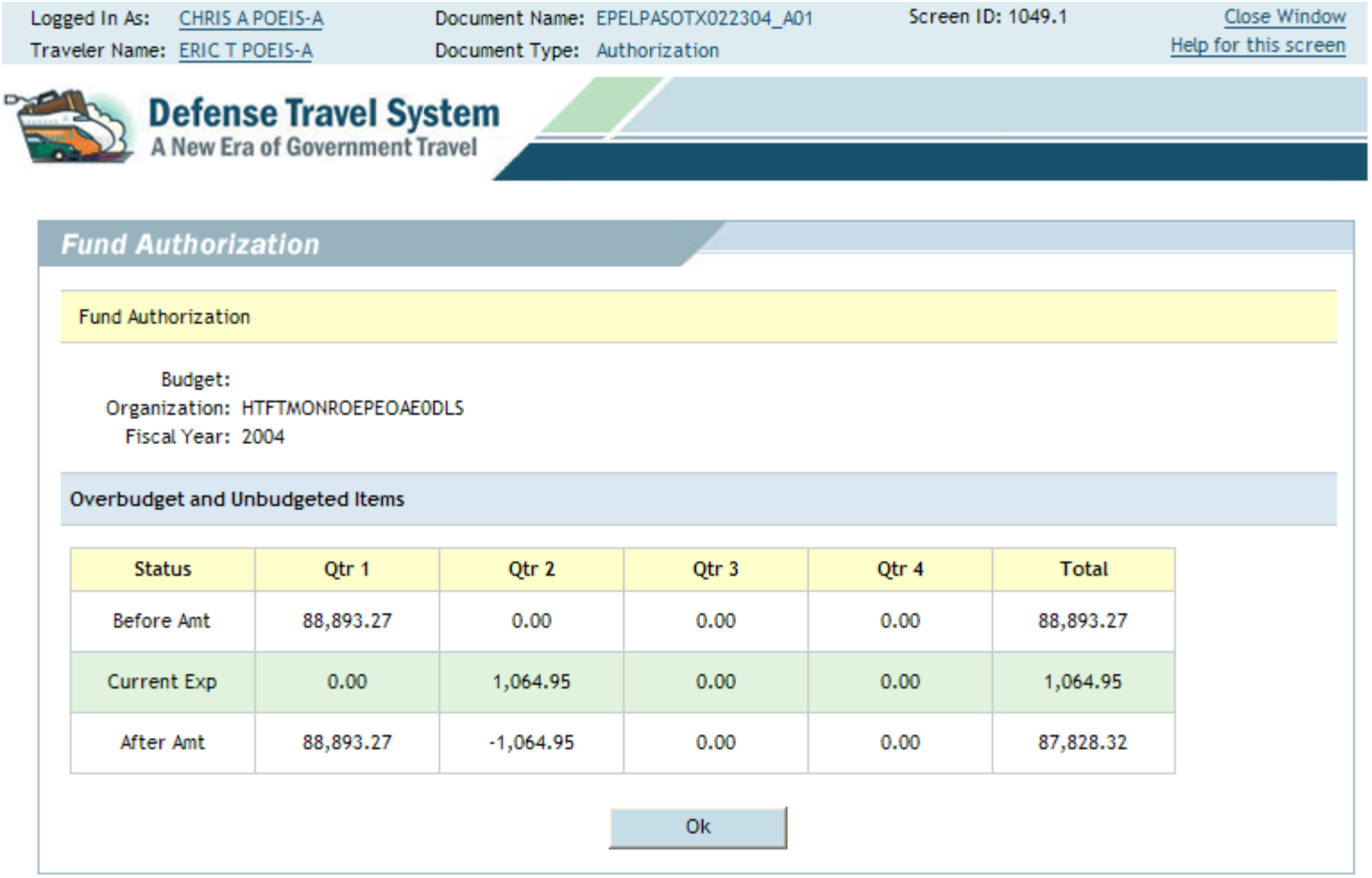
AOs have only 3 choices: Approved, Cancelled, or R



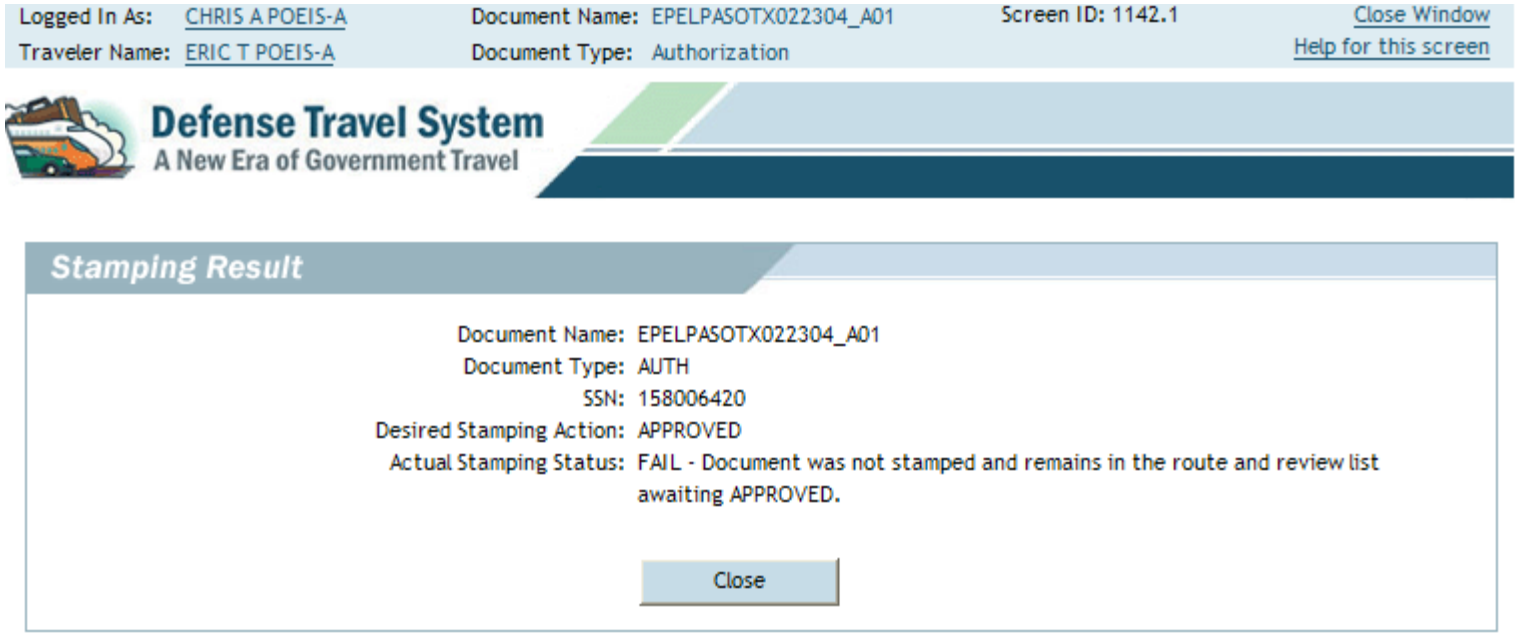
AO approves the obligation of fu


Stamp Process
I have reviewed the planned trip and have deemed the trip necessary in the interest of the Government and therefore authorize the obligation of funds.
Cancel
Save and Continue

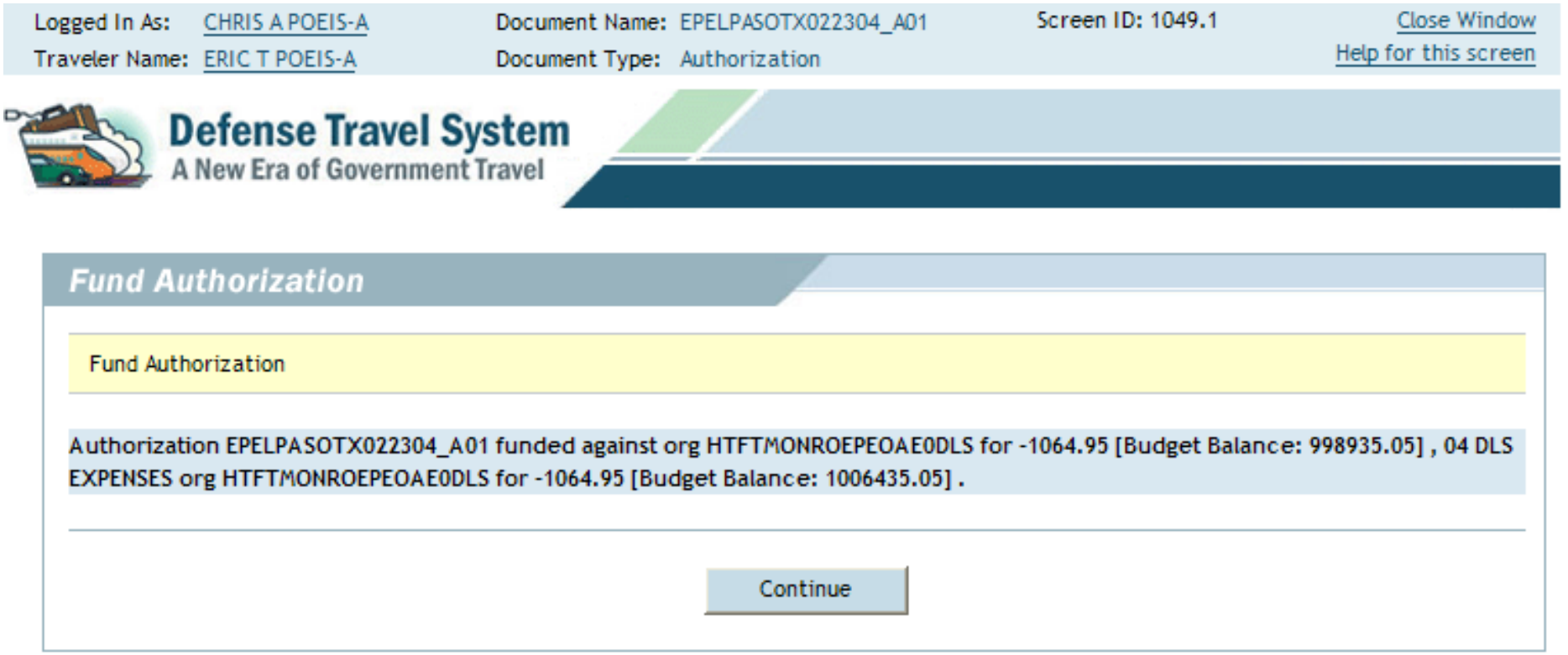
Shows AO that funds were not placed in 2nd Quarter


Logged In As: CHRIS A POEIS-A
Traveler Name: ERIC T POEIS-A
Document Name: EPELPASOTX022304_A01
Document Type: Authorization
Screen ID: 1049.1
Close Window
Help for this screen
Defense Travel System
A New Era of Government Travel
Fund Authorization
Fund Authorization
Budget:
Organization: HTFTMONROEPEOAE0DLS
Fiscal Year: 2004
Overbudget and Unbudgeted Items
Status | Qtr 1 | Qtr 2 | Qtr 3 | Qtr 4 | Total
Before Amt | 88,893.27 | 0.00 | 0.00 | 0.00 | 88,893.27
Current Exp | 0.00 | 1,064.95 | 0.00 | 0.00 | 1,064.95
After Amt | 88,893.27 | -1,064.95 | 0.00 | 0.00 | 87,828.32
Ok

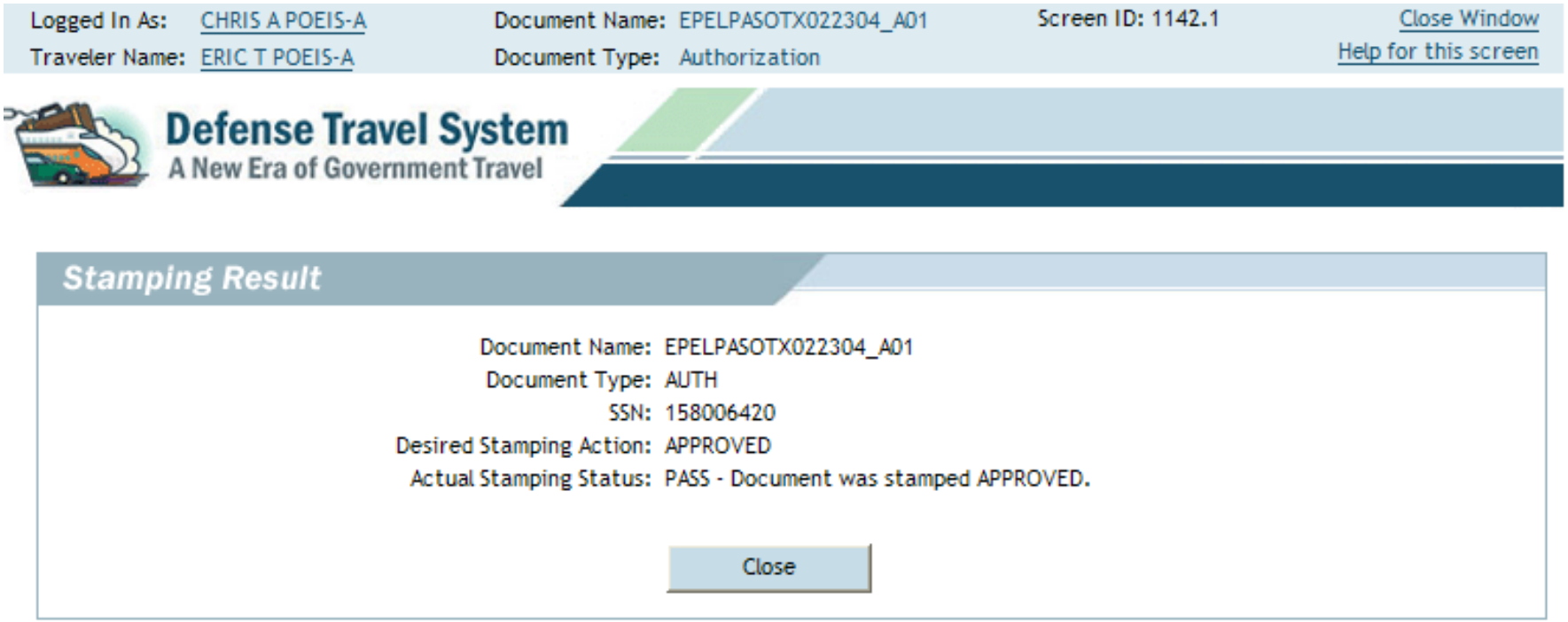
Audit failure message


Logged In As: CHRIS A POEIS-A
Traveler Name: ERIC T POEIS-A
Document Name: EPELPASOTX022304_A01
Document Type: Authorization
Screen ID: 1142.1
Close Window
Help for this screen
Defense Travel System
A New Era of Government Travel
Stamping Result
Document Name: EPELPASOTX022304_A01
Document Type: AUTH
SSN: 158006420
Desired Stamping Action: APPROVED
Actual Stamping Status: FAIL - Document was not stamped and remains in the route and review list awaiting APPROVED.
Close

Funding is good, let's AO see balances

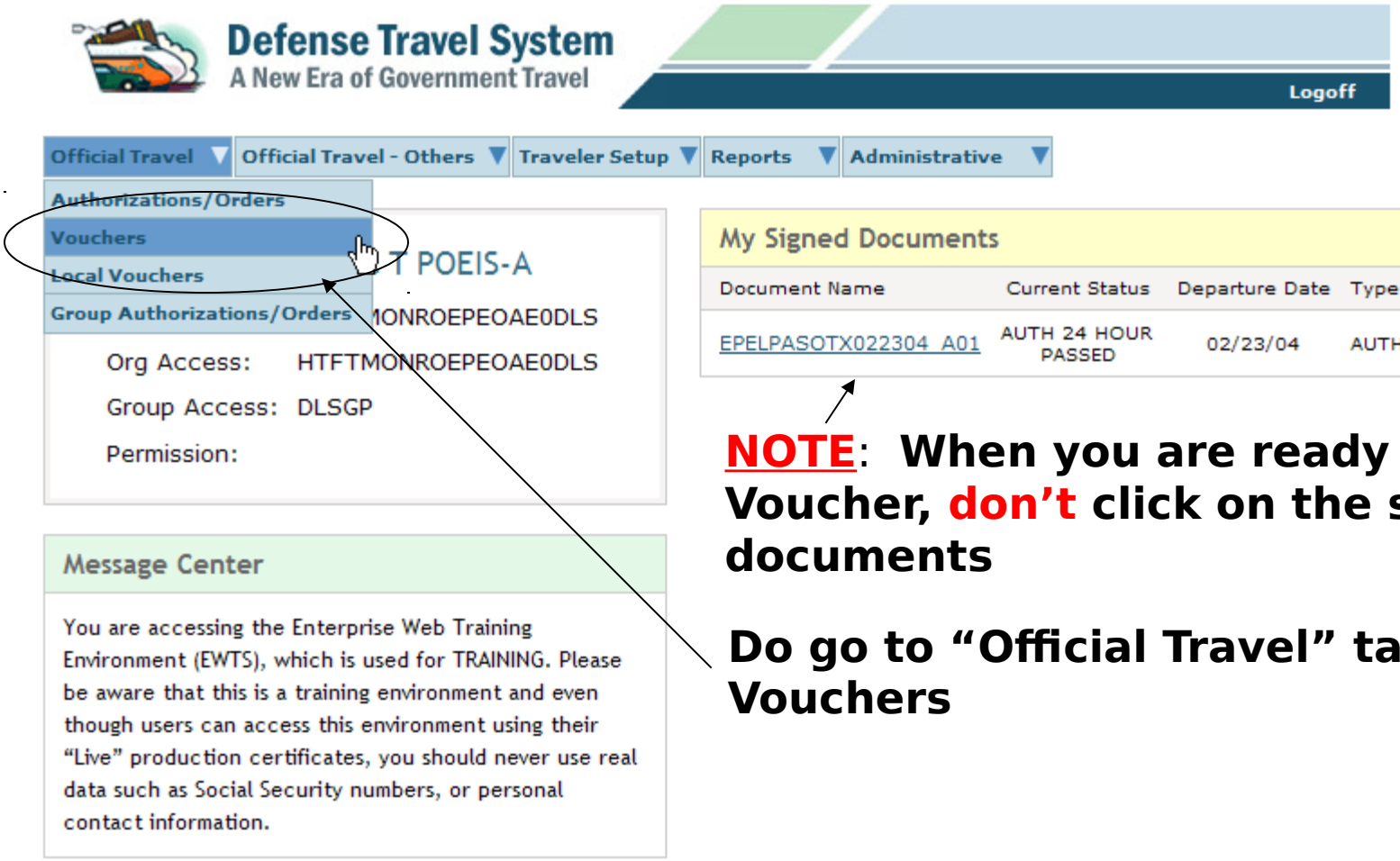

Logged In As: CHRIS A POEIS-A
Traveler Name: ERIC T POEIS-A
Document Name: EPELPASOTX022304_A01
Document Type: Authorization
Screen ID: 1049.1
Close Window
Help for this screen
Defense Travel System
A New Era of Government Travel
Fund Authorization
Fund Authorization
Authorization EPELPASOTX022304_A01 funded against org HTFTMONROEPEOAE0DLS for -1064.95 [Budget Balance: 998935.05] , 04 DLS EXPENSES org HTFTMONROEPEOAE0DLS for -1064.95 [Budget Balance: 1006435.05] .
Continue

Successful Approval



Preparing a Voucher

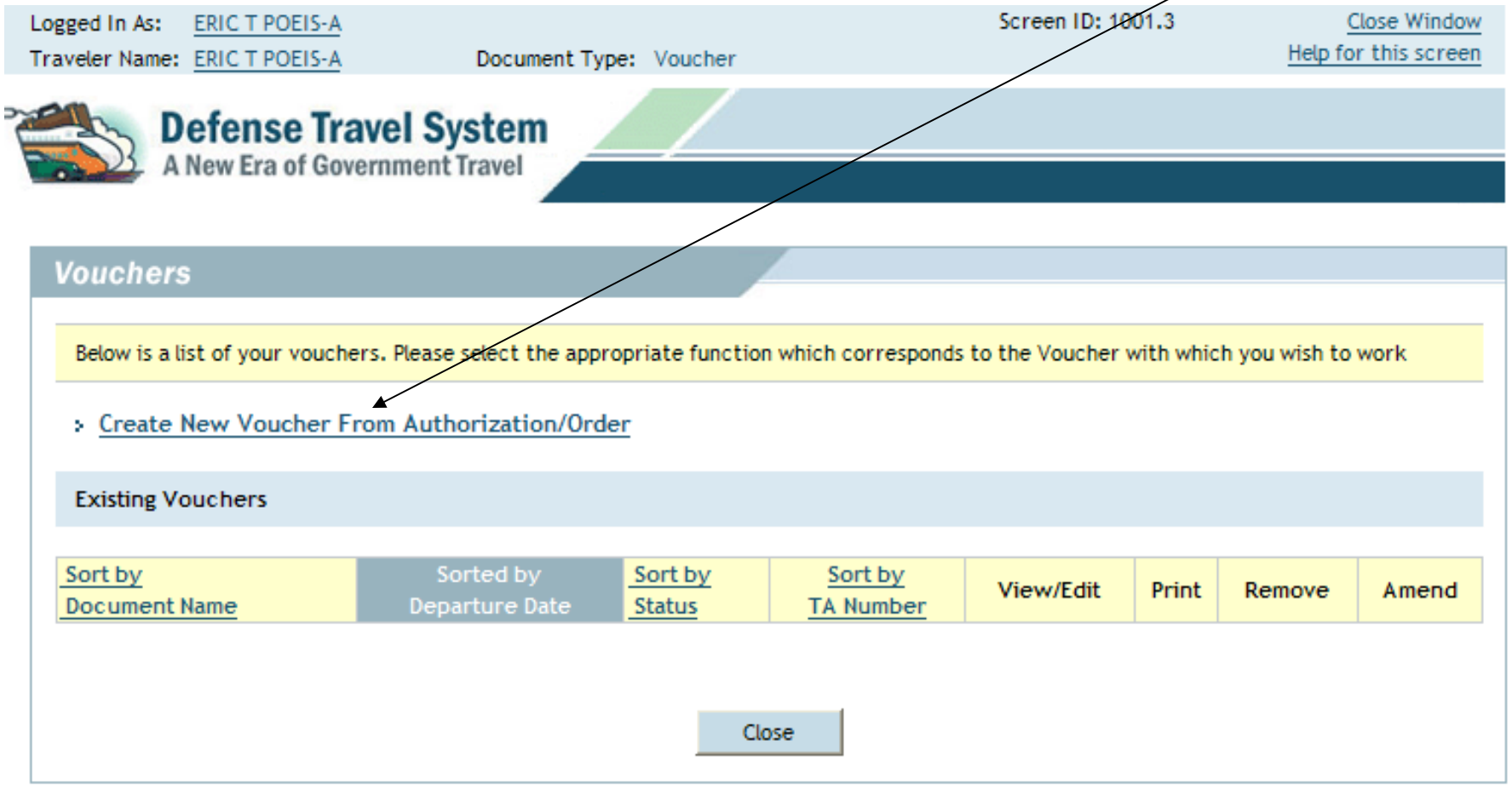
Doing the Voucher



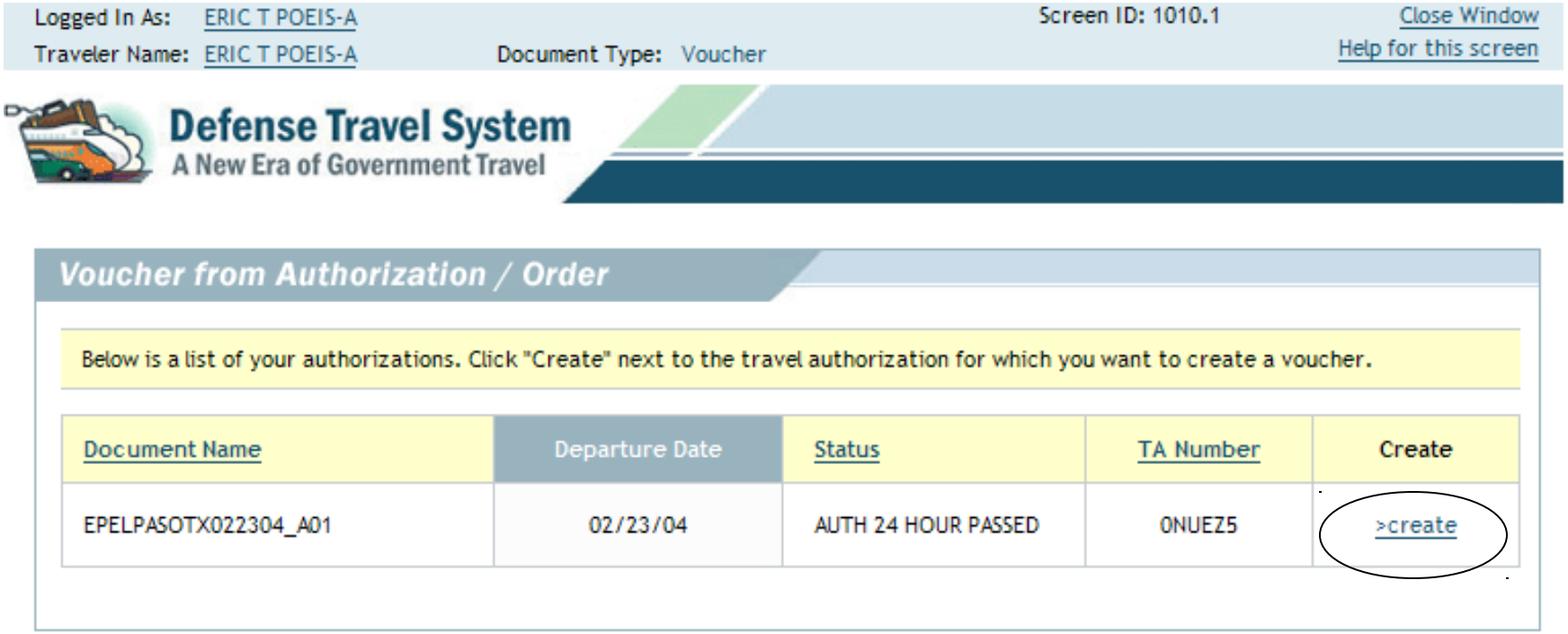
NOTE: **When you are ready to do th Voucher, don't click on the signed documents**

Do go to "Official Travel" tab and s Vouchers

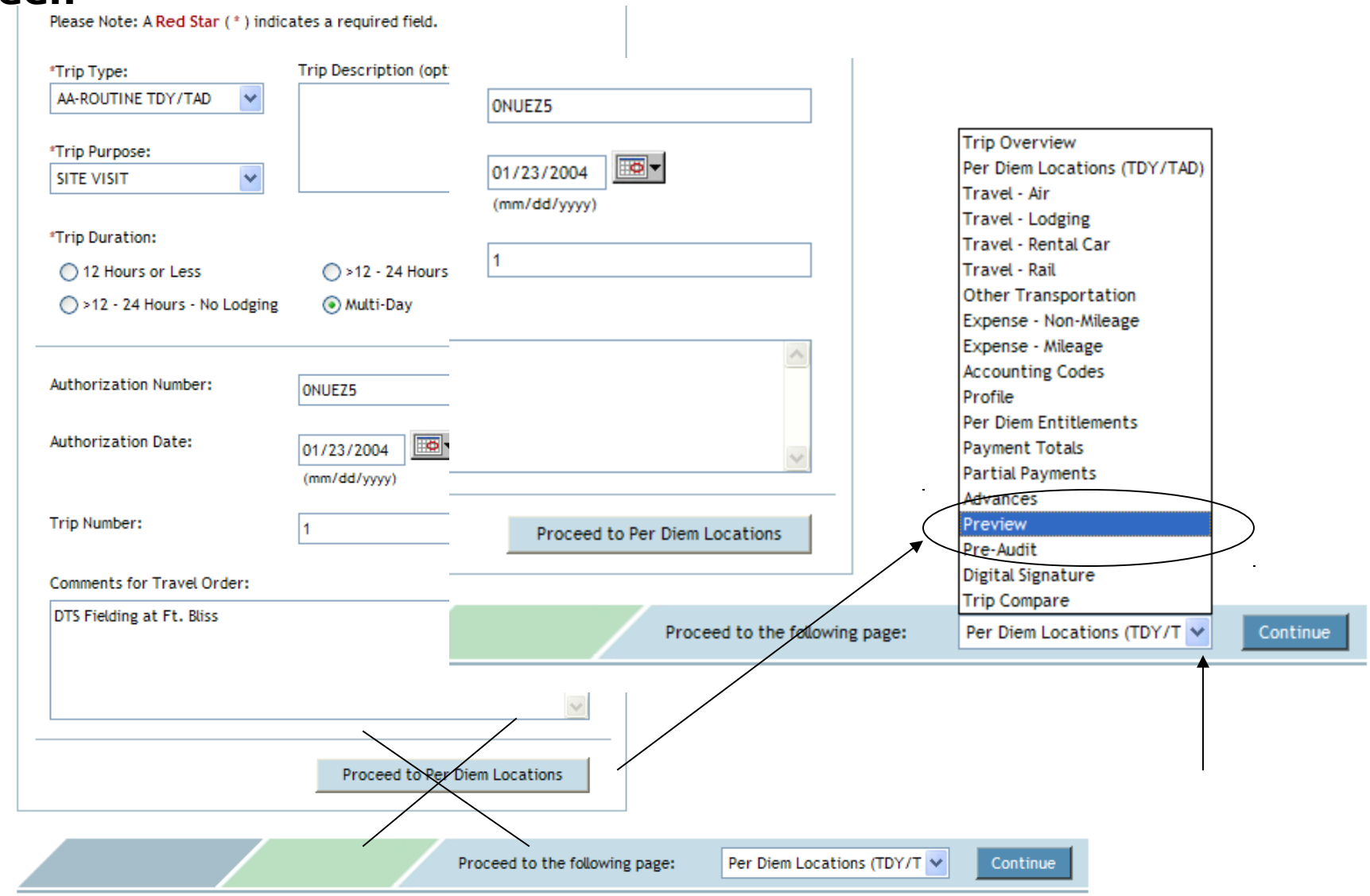
Need to <u>create</u> a new Voucher


Logged In As: ERIC T POEIS-A
Traveler Name: ERIC T POEIS-A
Document Type: Voucher
Screen ID: 1001.3
Close Window
Help for this screen
Defense Travel System
A New Era of Government Travel
Vouchers
Below is a list of your vouchers. Please select the appropriate function which corresponds to the Voucher with which you wish to work
Create New Voucher From Authorization/Order
Existing Vouchers
Sort by Document Name
Sorted by Departure Date
Sort by Status
Sort by TA Number
View/Edit
Print
Remove
Amend
Close

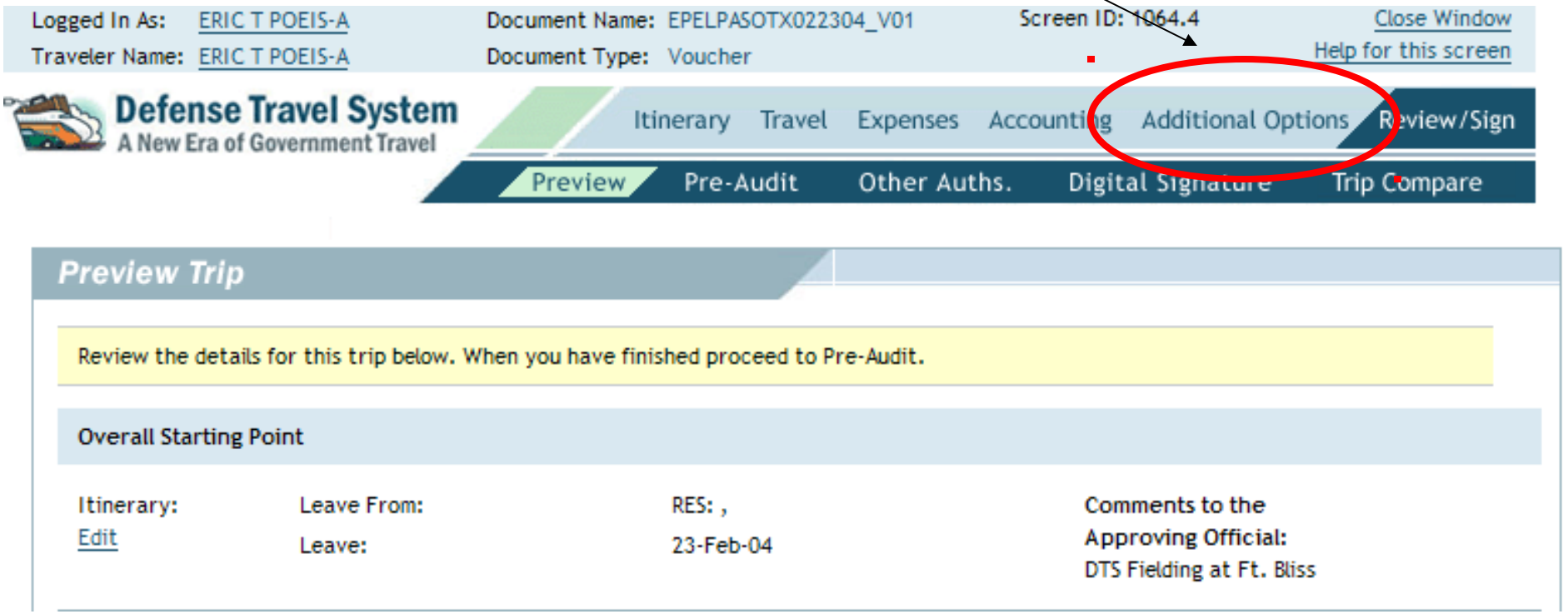
Make sure you open your screen all the way, you can see the create button!!



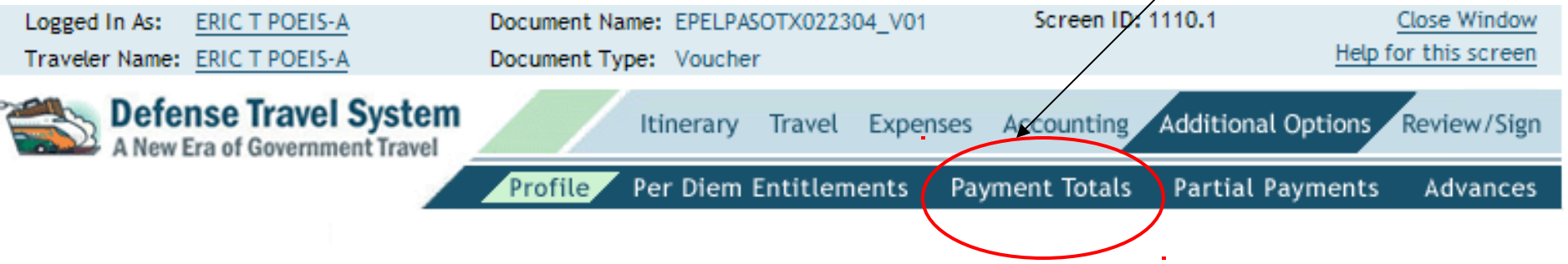
In the Trip Overview screen you'll review your itinerary and make changes as necessary and then proceed to the preview screen

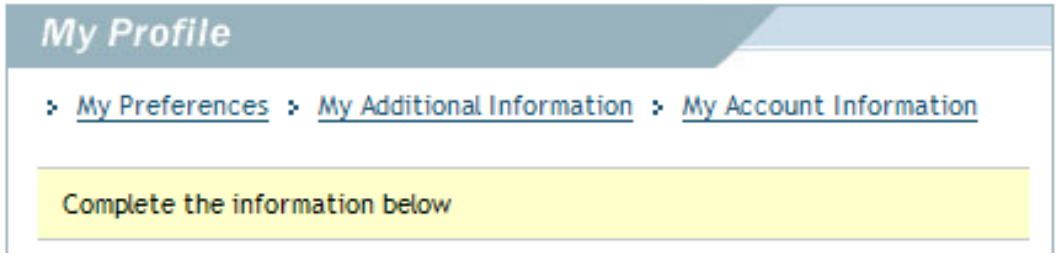


If the traveler has paid for meals using the GOVCC, then that need reflected in the voucher. Go to Additional Options to do this.



Select Payment Totals





Before additional charges

Amount Claimed

Total Expenses:	$ 1,064.95
Non-Reimbursement Expenses:	$ 0.00
Total Amount Claimed:	$ 1,064.95

Advance Information

Gov't Advance Outstanding:	$ 0.00
Gov't Advance Applied:	0.00
Applied Amount:	$ 0.00
Net to Traveler: (Due Gov't if Negative)	$ 1,064.95

Government Charge Card Amount

Expenses on Gov't Charge Card:	$ 851.19
Gov't Charge Card ATM Advance:	0.00
Add'l Gov't Charge Card Payment:	$ 0.00 Calculate
Total Gov't Charge Card Amount:	$ 851.19

Payment Distribution

Pay to Gov't Charge Card:	$ 851.19
Pay to Traveler:	$ 213.76
Total Payment:	$ 213.76

After additional charges added

Total Amount Claimed:	$ 1,064.95

Advance Information

Gov't Advance Outstanding:	$ 0.00
Gov't Advance Applied:	0.00
Applied Amount:	$ 0.00
Net to Traveler: (Due Gov't if Negative)	$ 1,064.95

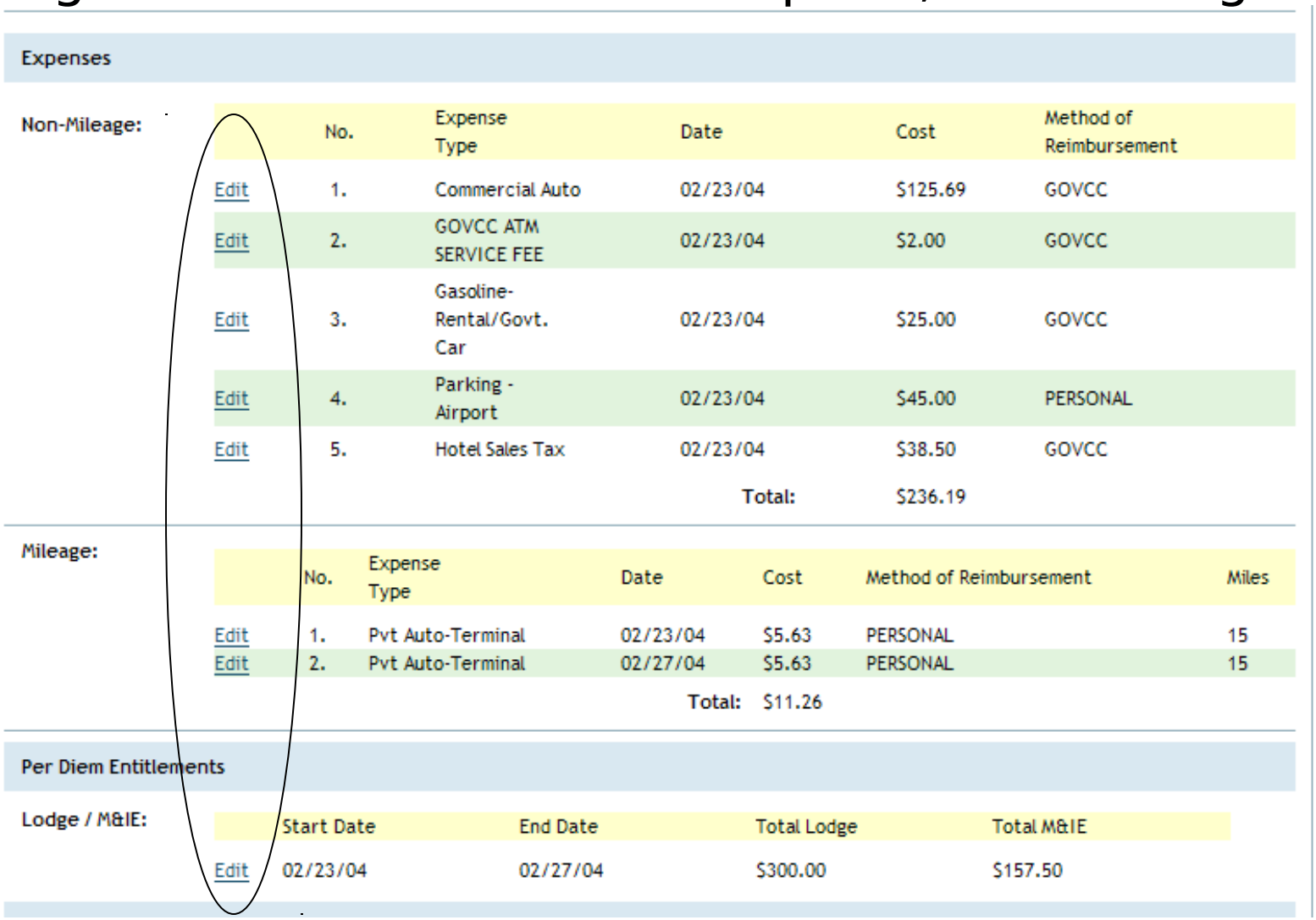
Government Charge Card Amount

Expenses on Gov't Charge Card:	$ 851.19
Gov't Charge Card ATM Advance:	100.00
Add'l Gov't Charge Card Payment:	$ 36.86 Calculate
Total Gov't Charge Card Amount:	$ 988.05

Payment Distribution

Pay to Gov't Charge Card:	$ 988.05
Pay to Traveler:	$ 76.90
Total Payment:	$ 76.90

In the Preview screen, edit what needs to be changed to actual amounts and/or add expenses that were not includ in original estimate. When complete, save and go to pre-



Expenses

Non-Mileage:

	No.	Expense Type	Date	Cost	Method of Reimbursement
Edit	1.	Commercial Auto	02/23/04	$125.69	GOVCC
Edit	2.	GOVCC ATM SERVICE FEE	02/23/04	$2.00	GOVCC
Edit	3.	Gasoline-Rental/Govt. Car	02/23/04	$25.00	GOVCC
Edit	4.	Parking - Airport	02/23/04	$45.00	PERSONAL
Edit	5.	Hotel Sales Tax	02/23/04	$38.50	GOVCC
			Total:	$236.19	

Mileage:

	No.	Expense Type	Date	Cost	Method of Reimbursement	Miles
Edit	1.	Pvt Auto-Terminal	02/23/04	$5.63	PERSONAL	15
Edit	2.	Pvt Auto-Terminal	02/27/04	$5.63	PERSONAL	15
			Total:	$11.26		

Per Diem Entitlements

Lodge / M&IE:

	Start Date	End Date	Total Lodge	Total M&IE
Edit	02/23/04	02/27/04	$300.00	$157.50

Review and ensure you've edited the amounts to actual am
Then save and proceed to pre-audit

Per Diem Entitlements

Lodge / M&IE:

	Start Date	End Date	Total Lodge	Total M&IE
Edit	02/23/04	02/27/04	$300.00	$157.50

Accounting Summary

Accounting Code: 04 DLS EXPENSES Edit

COM. CARR.-I:	$360.00
LODGING:	$300.00
M&IE:	$157.50
MILEAGE:	$11.26
OTHER:	$83.50
REIM EXP:	$2.00
RENTAL CAR:	$125.69
TRANSPORT:	$25.00
04 DLS EXPENSES Sub Total:	$1,064.95
Calculated Trip Cost:	$1,064.95

Advances Summary

No Advances Requested.

Save And Proceed To Pre-Audit

Is this correct?

Don't forget to check this if lodging prices are different

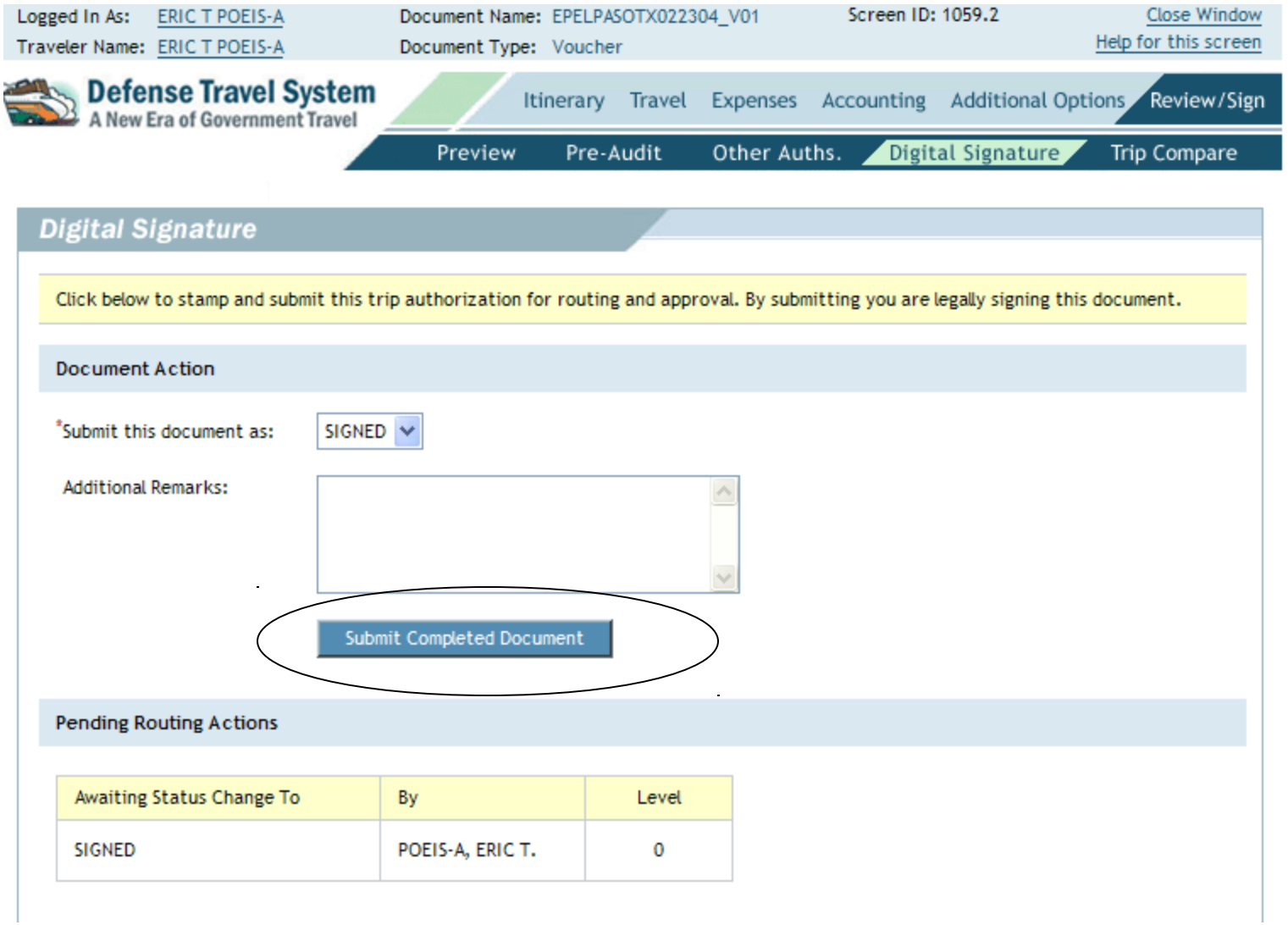
Check for any new flags then

4 Items have been Flagged in this Travel Document

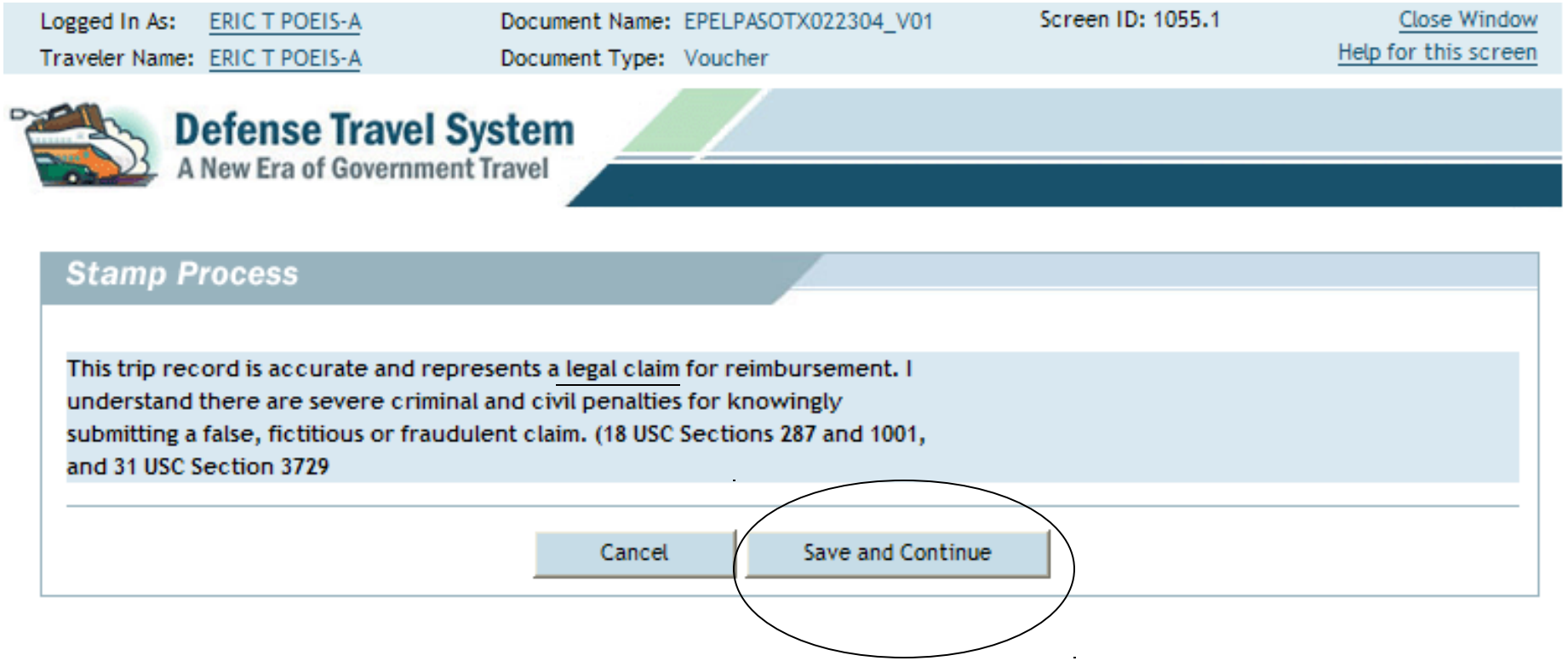
	Reason Flagged	Item Description	* Justification to Approving Official
1.	COMMENTS	CHECK COMMENTS ON TRIP 1	Comments to AO
2.	DFLT PMT METHOD USED	Gasoline-Rental/Govt. Car ON 02/23/04 HAS PMT METHOD OF GOVCC - NOT USING DEFAULT PAYMENT METHOD - PERSONAL	Using GOVCC
3.	DFLT PMT METHOD USED	Hotel Sales Tax ON 02/23/04 HAS PMT METHOD OF GOVCC - NOT USING DEFAULT PAYMENT METHOD - PERSONAL	Using GOVCC
4.	OTHER EXPENSES	Hotel Sales Tax > 0	Hotel taxes are expected.

Save And Proceed To Digital Signature

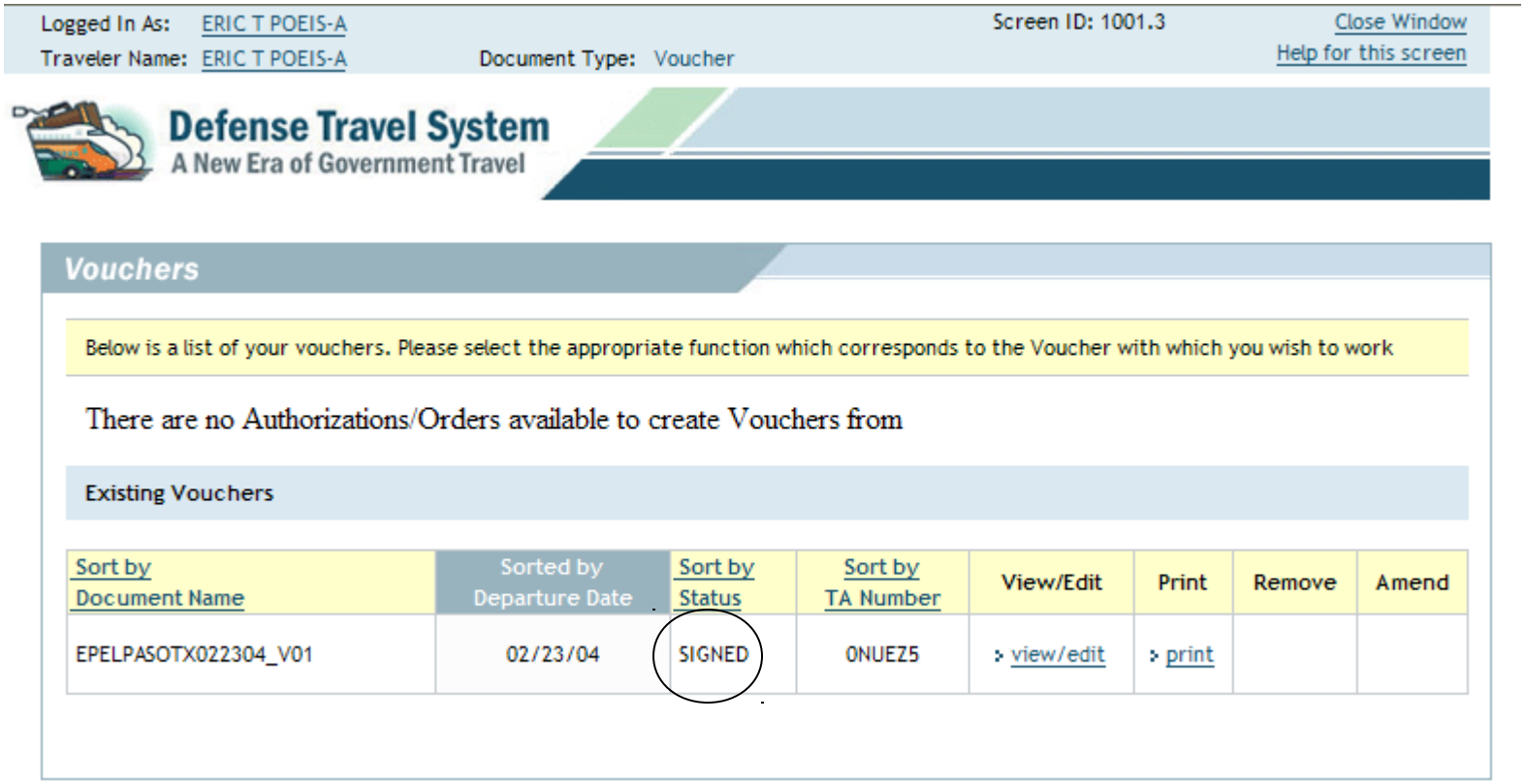
Submit Completed Document



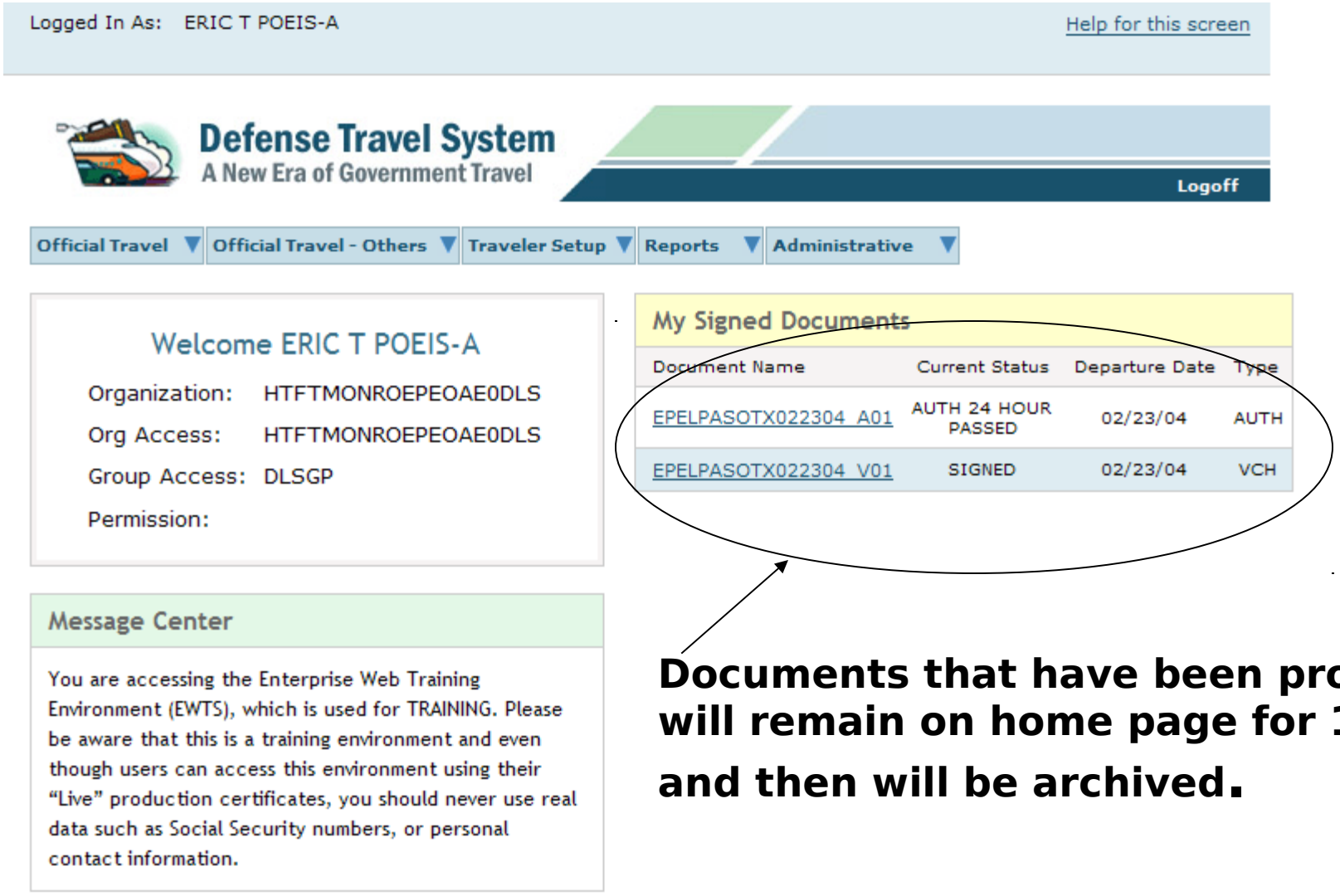
Acknowledge the Legal Notice and Save


Logged In As: ERIC T POEIS-A
Traveler Name: ERIC T POEIS-A
Document Name: EPELPASOTX022304_V01
Document Type: Voucher
Screen ID: 1055.1
Close Window
Help for this screen
Defense Travel System
A New Era of Government Travel
Stamp Process
This trip record is accurate and represents a legal claim for reimbursement. I understand there are severe criminal and civil penalties for knowingly submitting a false, fictitious or fraudulent claim. (18 USC Sections 287 and 1001, and 31 USC Section 3729
Cancel
Save and Continue

Congratulations!!!!
You've completed the Voucher and now it has been routed to the AO for approval!



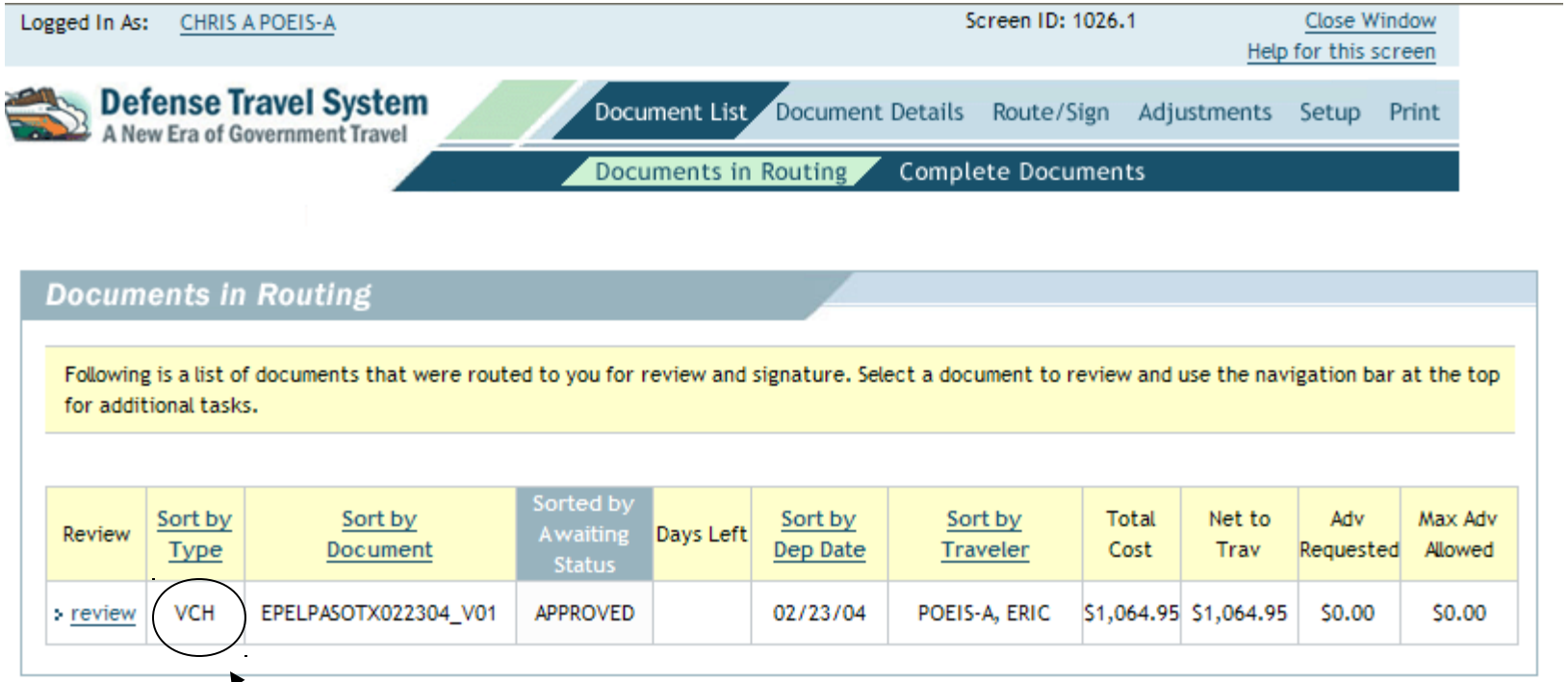
Traveler's home page



Documents that have been processe will remain on home page for 15 mor and then will be archived.

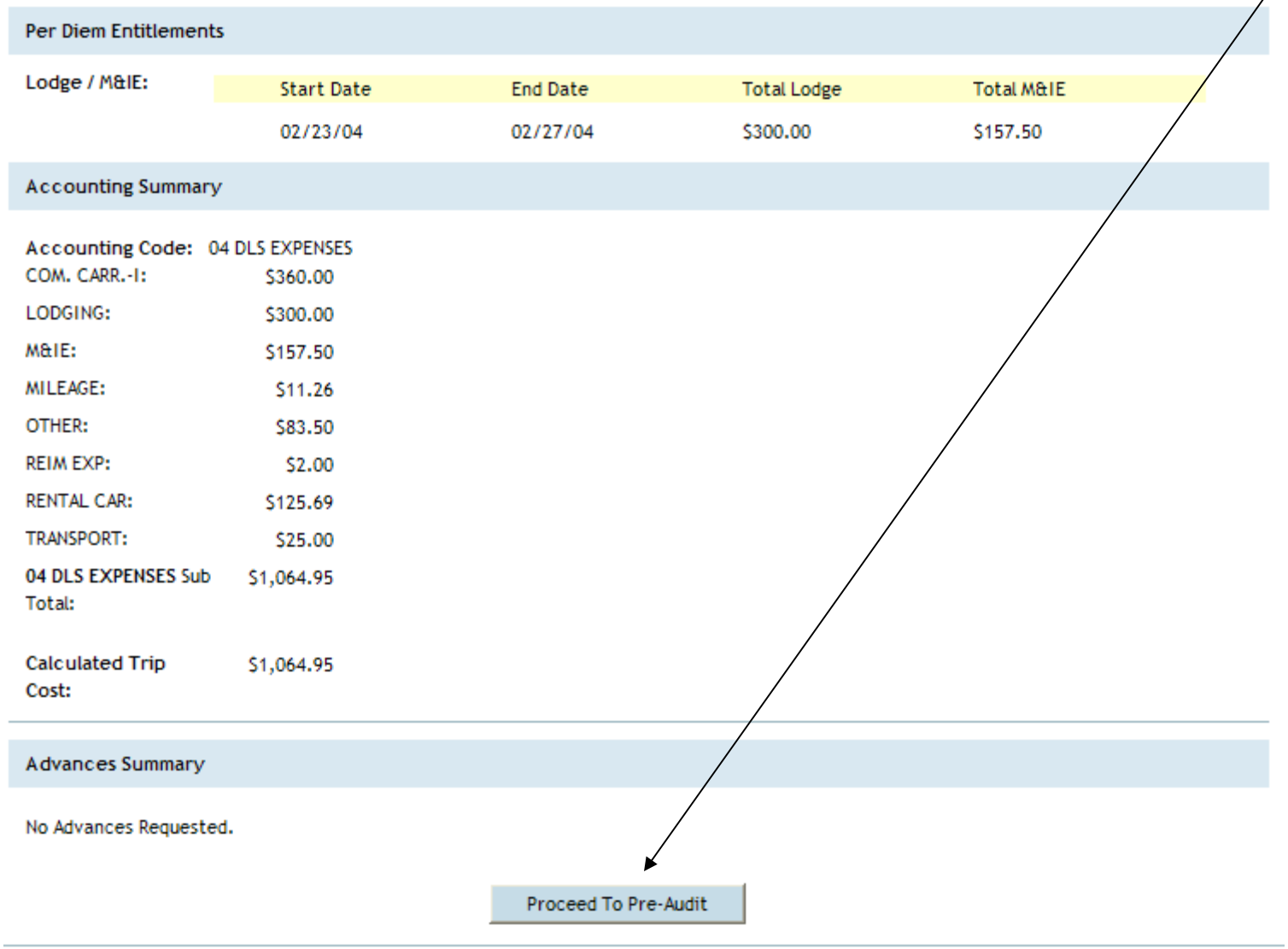
Voucher Approval

Voucher ready to be approved



AUTH = Authorization
VCH = Voucher
LVCH = Local Voucher

Same as an Authorization, review preview page t



Per Diem Entitlements

Lodge / M&IE:	Start Date	End Date	Total Lodge	Total M&IE
	02/23/04	02/27/04	$300.00	$157.50

Accounting Summary

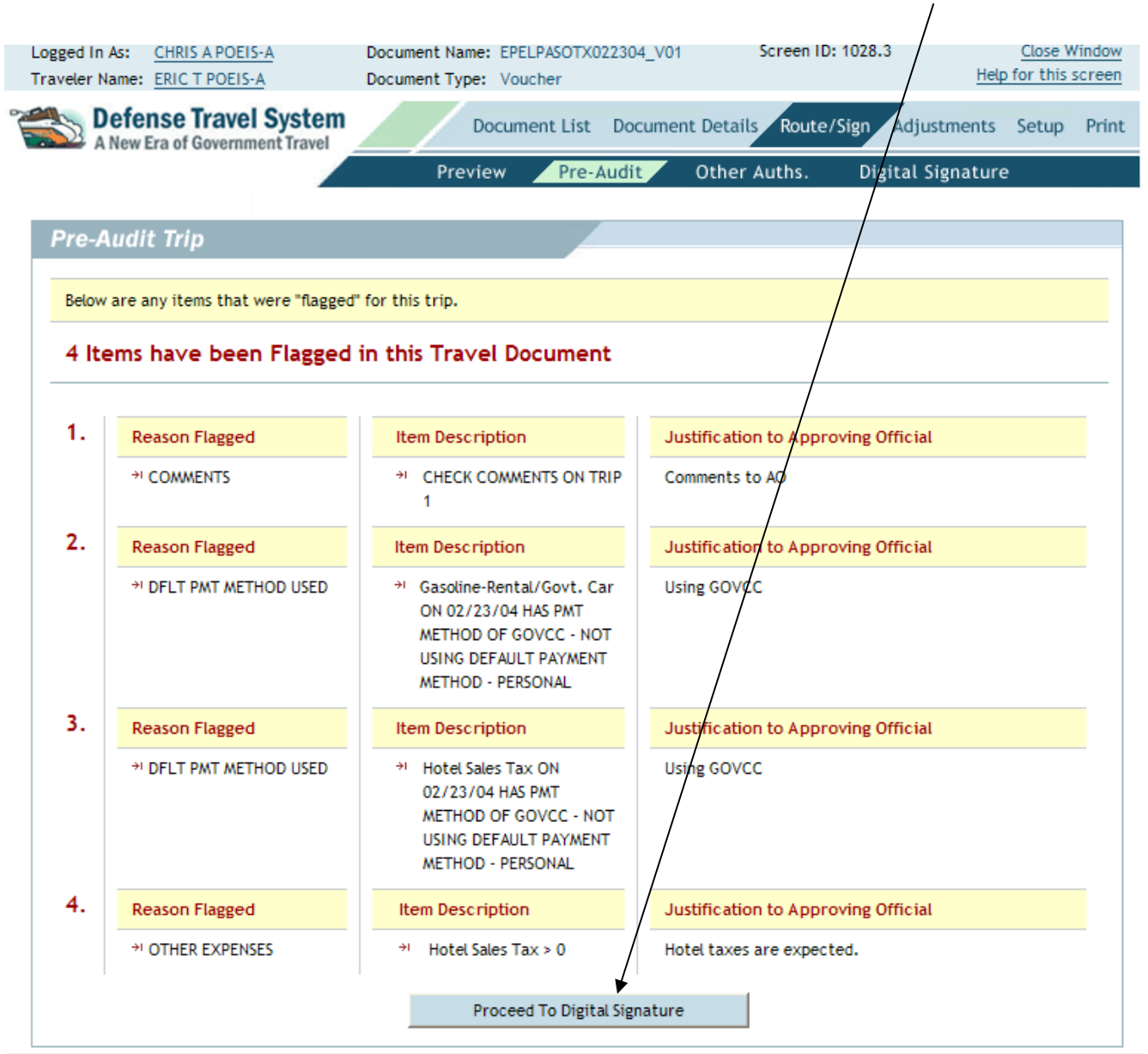
Accounting Code:	04 DLS EXPENSES
COM. CARR.-I:	$360.00
LODGING:	$300.00
M&IE:	$157.50
MILEAGE:	$11.26
OTHER:	$83.50
REIM EXP:	$2.00
RENTAL CAR:	$125.69
TRANSPORT:	$25.00
04 DLS EXPENSES Sub Total:	$1,064.95
Calculated Trip Cost:	$1,064.95

Advances Summary

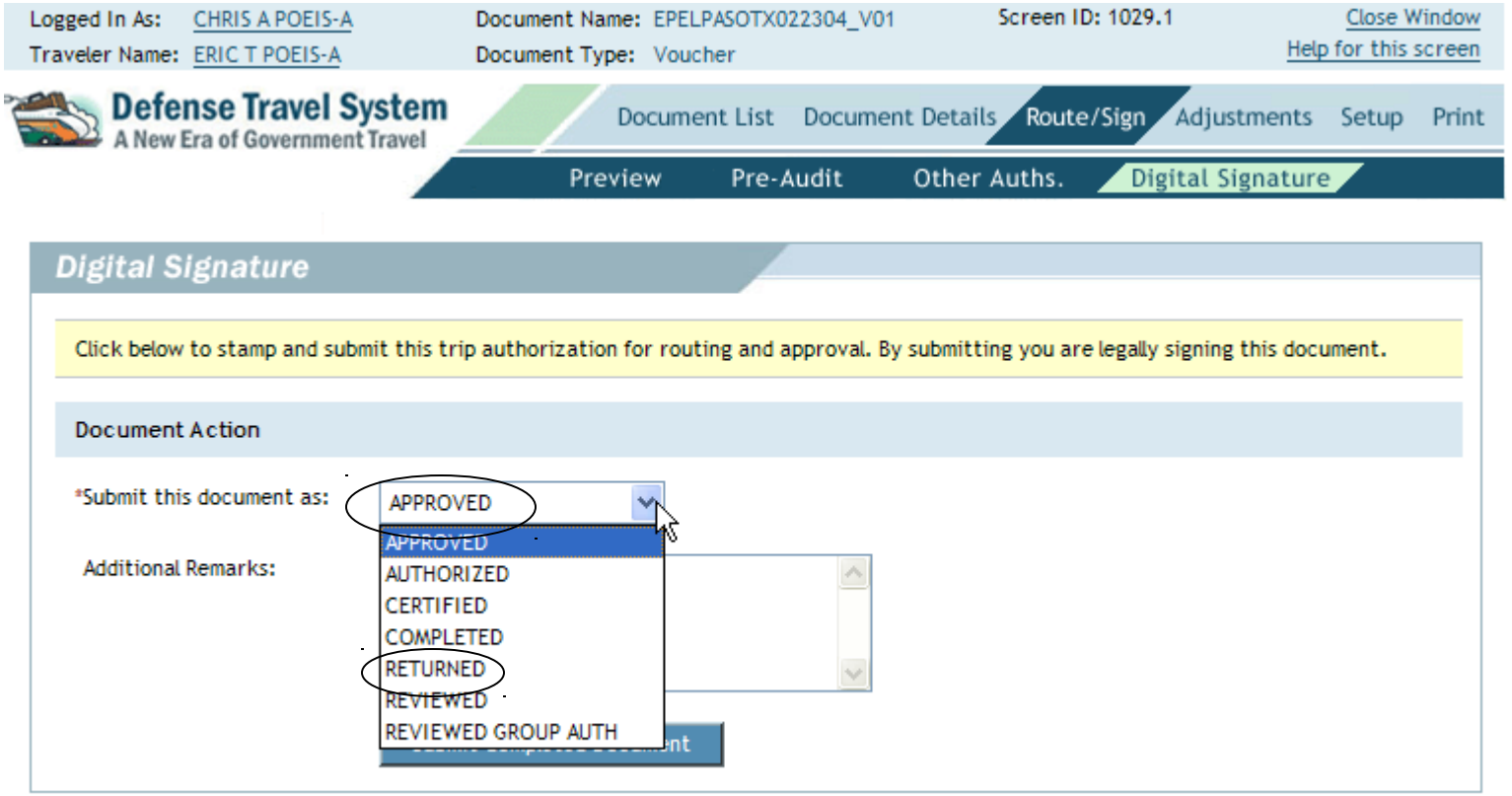
No Advances Requested.

Proceed To Pre-Audit

AO reads the flags and then

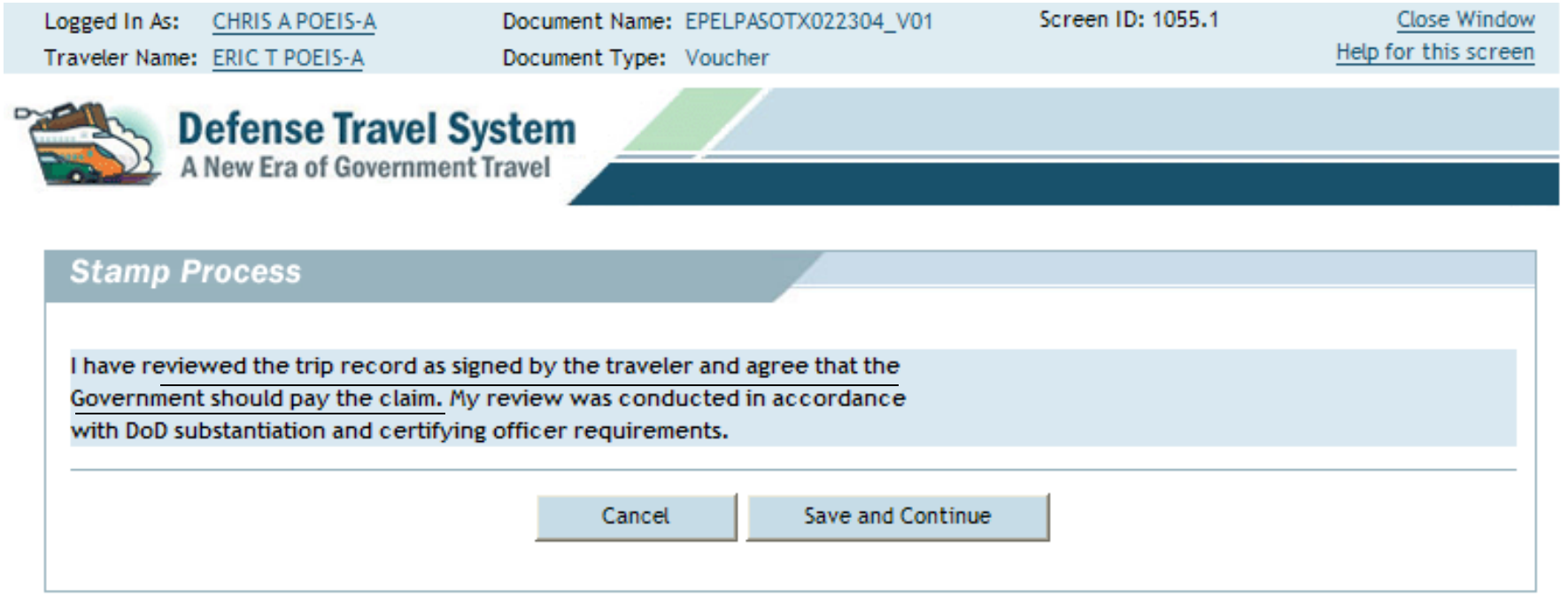


Digital Signature



For a Voucher or Local Voucher, AO can only stamp: Approved or Returned

Stamp processing the approval


Logged In As: CHRIS A POEIS-A
Traveler Name: ERIC T POEIS-A
Document Name: EPELPASOTX022304_V01
Document Type: Voucher
Screen ID: 1055.1
Close Window
Help for this screen
Defense Travel System
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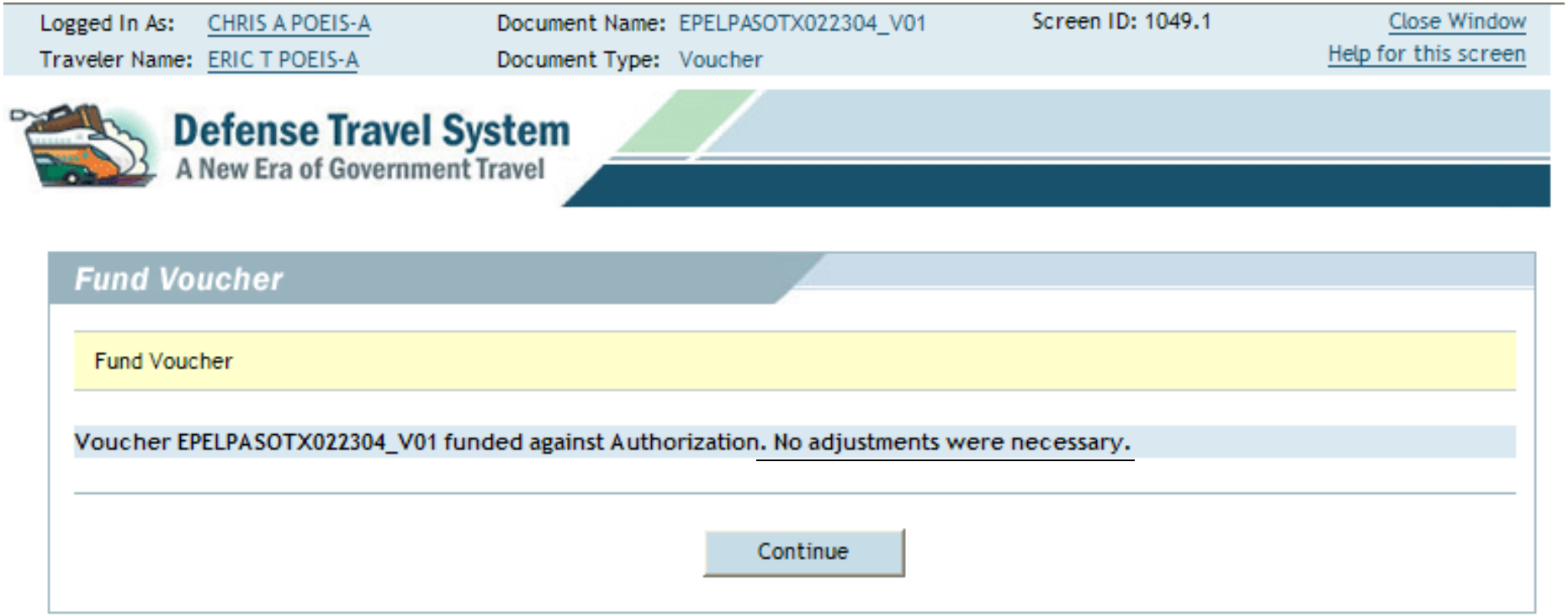
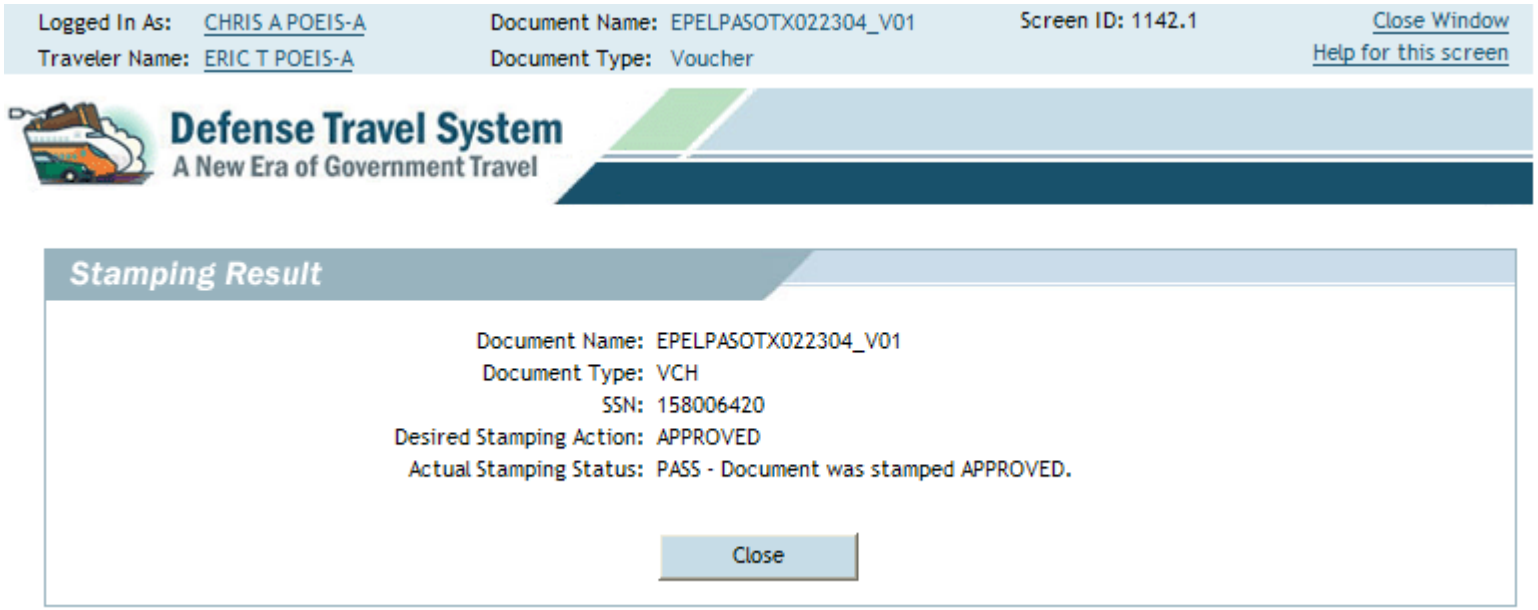
Stamp Process
I have reviewed the trip record as signed by the traveler and agree that the Government should pay the claim. My review was conducted in accordance with DoD substantiation and certifying officer requirements.
Cancel
Save and Continue

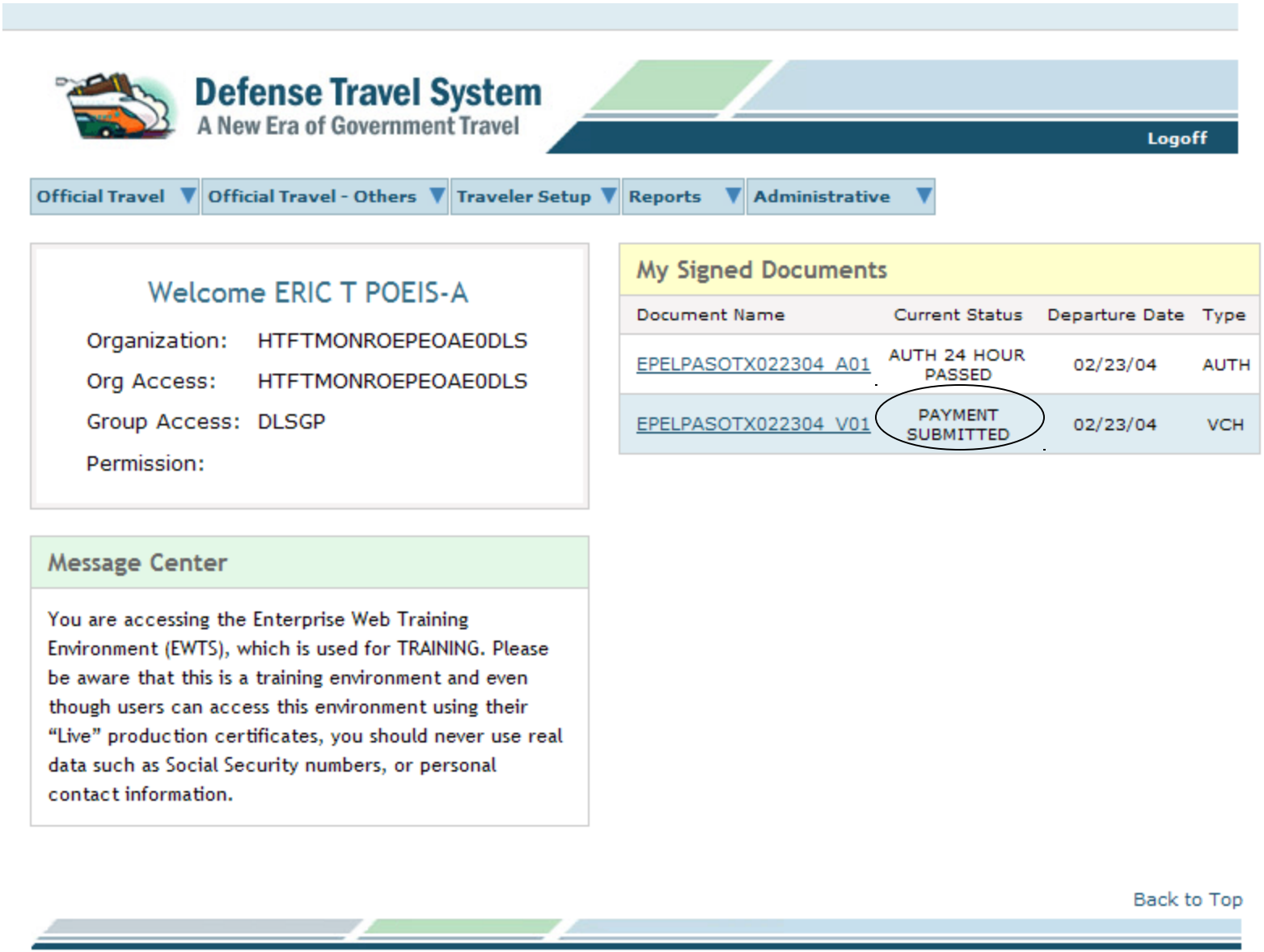
Funding screen will let AO know if the obligation a
This Voucher went up/down or stayed the same



Voucher approved, passed on to DFAS for disburse



Traveler can see Voucher was approved



Defense Travel System

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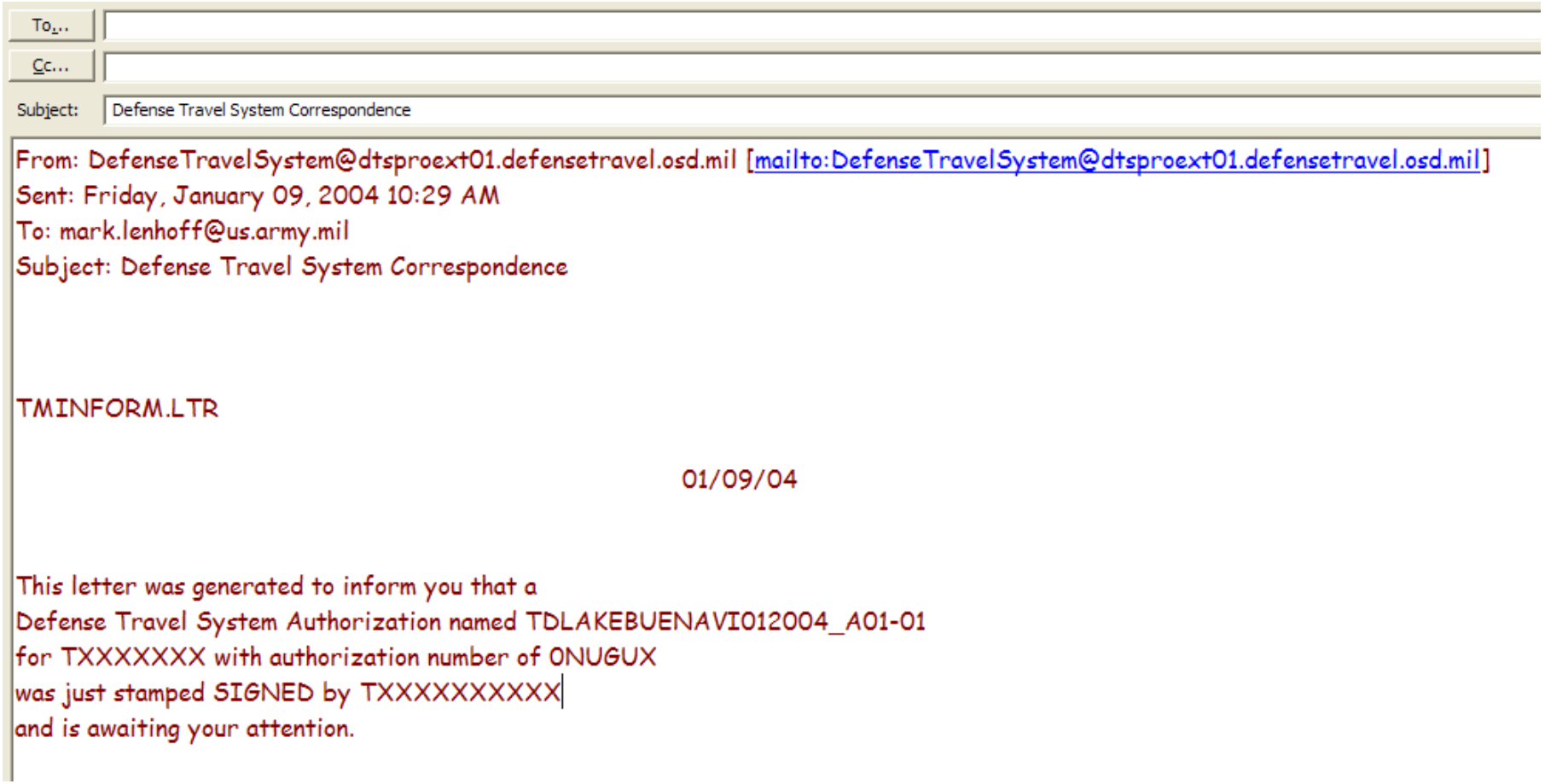
Sample Messages from DTS

Notice to AO that an authorization is awaiting app



To...

Cc...

Subject: Defense Travel System Correspondence

From: DefenseTravelSystem@dtsproext01.defensetravel.osd.mil [mailto:DefenseTravelSystem@dtsproext01.defensetravel.osd.mil]
Sent: Friday, January 09, 2004 10:29 AM
To: mark.lenhoff@us.army.mil
Subject: Defense Travel System Correspondence

TMINFORM.LTR

01/09/04

This letter was generated to inform you that a
Defense Travel System Authorization named TDLAKEBUENAVI012004_A01-01
for TXXXXXXX with authorization number of 0NUGUX
was just stamped SIGNED by TXXXXXXXXXX
and is awaiting your attention.

Voucher payment notice with split disbursemen

To... xxxxxxxxxx

Cc...

Subject: Travel Manager Correspondence

From: DefenseTravelSystem@dtsproext01.defensetravel.osd.mil [mailto:DefenseTravelSystem@dtsproext01.defensetravel.osd.mil]
Sent: Tuesday, January 20, 2004 8:15 AM
To: XXXXXX@us.army.mil
Subject: Travel Manager Correspondence

XXXXXXXX's VCH LCTOBYHANNAAR010504_V01 for ONUEBL has just been marked PAID because:

Voucher: 589980 \nTotal Amount Paid: 000000000993.39\nDisbursing Station: 00005570\nPayee Amount
EFT/Check # Address/Destination \nTraveler 000000000542.40 074036180003756
\n Interest Amount: 000000000000.00\nCredit Card 000000000450.99 074036180003748
\n Interest Amount: 000000000000.00\n

Local Voucher payment notice

From: DefenseTravelSystem@dtsproext01.defensetravel.osd.mil [mailto:DefenseTravelSystem@dtsproext01.defensetravel.osd.mil]
Sent: Tuesday, January 20, 2004 8:15 AM
To: XXXXXXX@us.army.mil
Subject: Travel Manager Correspondence

XXXXXXX's LVCH GK121203_L01 for 0NUJHV has just been marked PAID because:

Voucher: 589922 \nTotal Amount Paid: 000000000325.80\nDisbursing Station: 00005570\nPayee Amount
EFT/Check # Address/Destination \nTraveler 000000000325.80 074036180003734
\n Interest Amount: 000000000000.00\n

Cancelled Document

Subject: Defense Travel System Correspondence

From: DefenseTravelSystem@dtsproext01.defensetravel.osd.mil [mailto:DefenseTravelSystem@dtsproext01.defensetravel.osd.mil]
Sent: Wednesday, November 19, 2003 12:41 PM
To: XXXXXXX@us.army.mil
Subject: Defense Travel System Correspondence

TMNOTIFY.LTR

11/19/03

XXXXXXX X XXXXXX
DA2201B05T0AE0DLS
(Home Address)

SPRINGFIELD, VA 22153
xxxxxxxxxx@us.army.mil

This letter is to notify you that your Defense Travel System
Authorization named ASELPASOTX111903_A01-02 was just stamped CANCELLED by XXXXX X XXXXXXX.

Sample of an audit failure

From: DefenseTravelSystem@dtsproext01.defensetravel.osd.mil
Sent: Wed 12/10/2003 12:53 PM
To: anne.sanchez@us.army.mil
Cc:
Subject: Defense Travel System Correspondence

AUTHFAIL.LTR

12/10/03

ANNE M. SANCHEZ
DA2201B05T0OMS
9413 RETRIEVER RD

SPRINGFIELD, VA 22153
anne.sanchez@us.army.mil

You have a Defense Travel System document that has failed
an audit. Your Authorization named ASRADFORDVAUS010404_A01-02 with authorization
number 0NU9P1 was just stamped AUDIT FAIL by PAUL PAYMENT.

The following is a list of the failures:

DOCUMENT NAME: ASRADFORDVAUS010404_A01-02 DOCUMENT TYPE: AUTH

SIGNATURE VERIFY FAIL 12/10/03 12:52PM
CANNOT CONTACT VERIFICATION SERVER

Notification of a Returned document

TMNOTIFY.LTR

12/17/03

DA2201B05TOOMS

SPRINGFIELD, VA 22153
@us.army.mil

This letter is to notify you that your Defense Travel System
Authorization named ASRADFORDVAUS010404_A03 was just stamped RETURNED by MARK J LENHOFF.

Due Government Notice

To...

Cc...

Subject: Defense Travel System Correspondence

From: DefenseTravelSystem@dtsproext01.defensetravel.osd.mil [mailto:DefenseTravelSystem@dtsproext01.defensetravel.osd.mil
Sent: Thursday, January 15, 2004 10:32 AM
To: mark.lenhoff@us.army.mil
Subject: Defense Travel System Correspondence

Travel Authorization Number: 0NUEBL
Voucher Approved Date: 01/15/04
Amount Due Government: $ -233.00
Approving Official,
The approved voucher for the above reference Government Travel Record has a Balance Due to the Government as a result of an excess travel payment(s) or travel advance in the amount shown. This e-mail is the approving official's notification of this situation.
You are required to contact the traveler to ensure that the traveler received the notification of the debt. The traveler assigned to you has 30 days from the date of this notification to make payment or submit a request for waiver, remission or cancellation of the debt; otherwise, action will be taken to immediately collect the debt via payroll deduction. The traveler must contact the Defense Travel Administrator (DTA) to obtain instructions for paying the debt via cash collection or for instructions on requesting a waiver/remission or cancellation of debt. The traveler may inquire of the DTA for the waiver process. Action will automatically be taken after 30 days to collect the debt via payroll deduction unless appropriate approved procedures have been initiated to stop this procedure.

Traveler didn’t have Government Credit Card, be careful to ensure all defaults are changed.

From: DefenseTravelSystem@dtsproext01.defensetravel.osd.mil [mailto:DefenseTravelSystem@dtsproext01.defensetravel.osd.mil]
Sent: Thursday, January 22, 2004 4:12 PM
To: Traveler@us.army.mil
Subject: Defense Travel System Correspondence

AUTHFAIL.LTR

This came up because lodging has a default of GOVCC and this traveler does not have a Gov’t Credit Card. Need to amen Auth. and edit the per diem entitlement for lodging to change it to Personal

Traveler’s Name

DA2201B05T0XXXXXX

Address

ALEXANDRIA, VA 223041021

XXXXXXXXX@US.ARMY.MIL
You have a Defense Travel System document that has failed

an audit. Your Authorization named JWHUNTSVILLEA012704_A01 with authorization number 0NULJ6 was just stamped AUDIT FAIL by PAUL PAYMENT.